

# Request for Proposal for implementation of Enterprise Resource Planning System at MMTC Limited

Tender Reference No.: MMTC/CO/COMP/ERP/RFP/2017-18/1 dated 25th July 2017  
Volume I Annexure II



**A Govt. of India Enterprise**

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## Annexure II

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# Functional Requirement Specifications

**Functional Requirement Specifications for Implementation of ERP at MMTC**

The bidder is required to study and examine current business processes captured as annexure III of this RFP document .  
The same together with inputs of MMTC officials may be kept in view while developing the SRS

**Please indicate your response as one of the following for each specification.**

Sup - Functionality available as a standard package feature including Supporting the requirements via modifications (screen configurations, reports, GUI tailoring, etc.)

3rd- Supported via a third party solution

Cus - Functionality not available. It would be customized to meet the requirements i.e. changes to source code

Ns- Functionality not supported

**Response Value Table**

	Score
<b>Sup</b>	<b>1</b>
<b>Cus</b>	<b>0.75</b>
<b>3rd</b>	<b>0.5</b>
<b>Ns</b>	<b>0</b>
<b>Component</b>	Required Solution Component/s (with version where necessary).

<b>Comment</b>	Indicate the section & page number in your proposal where you are complying to the given criteria
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**Instructions**

Complete the worksheet by placing an **X** in the appropriate column for each criterion. The **X**'s should represent the current state of a particular product or service.

General Requirements	Responses Table	
This section of Functional Requirements takes care of the General system requirements	Sup	Supported
	Cus	Customization
	3rd	Third Party
	Ns	Not Supported

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	The Proposed System should						
1	support Bi Lingual Eg: English and Hindi						
2	support multiple currency (with base currency as INR)						
3	support multi location						
4	support multi organization structure						
5	support solution architecture that shall be platform and vendor independent						
6	be based on multi-tiered architectures						
7	allow infrastructure simplicity and standardization						
8	capable of supporting disaster recovery						
9	support SSL and digital certificates, biometric, OTP etc. for authentication						
10	have the ability to scale up as and when the new business applications and services are added without compromising the performance of the overall solution						
11	interoperable in nature and design and development should be based on Service Oriented Architecture (SOA) supporting web services						
12	be modular and support addition / removal of one or more modules as and when required						
13	support interfacing with PDA, Smart Card readers, RF devices, data acquisition system, biometric devices etc.						
14	support standard interfaces such as adapters, APIs to interface with standard application and legacy applications and support user exits						
15	support real-time data updates and interfaces with software from other vendors						
16	support for the up gradation without affecting the current version						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
17	support data conversion tools						
18	Support imaging and archiving.						
19	support the upload and download of multiple types of documents into the document management system that include office documents, image files and engineering drawings						
20	support e-mail integration/interface						
21	support porting of data from legacy systems						
22	support sharing of same master files across all modules						
23	ensure validation of the master file values ( e.g. supplier code, item number) in all types of data entry						
24	have a provision to input all data on-line						
25	have a provision to accept data in batch and validate it through in-built routines						
26	allow up to 3 decimal places for input, calculation and reporting						
27	have provision for reference files to be used by all validation programs(e.g. a single master parts file for validation of part numbers and associated transactions)						
28	have a provision to display error messages that adequately describe the cause of the error and the recommended course of action						
29	have a provision for error messages						
30	have a provision for validation rules to be changed easily by the user without program changes						
31	Have controls to ensure the same transaction is not processed twice Eg. Vendor payment transaction, salary transaction for same employee						
32	provide transaction level security based on the users authorized access profile						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
33	provide work flows for the transactions						
34	have a provision to generate default data						
35	display default data during input						
36	allow the default data to be tailored to individual user specifications						
37	permit for over writing of default data						
38	allow users to customize menus and screens without requiring programming changes						
39	have a provision to periodically archive						
40	allow user definable retention and archiving of data, i.e. number of years of history to be maintained						
41	Ensure data integrity in the event of a software or hardware failure.						
42	provide control mechanism to check if all data processing is happening correctly						
43	allow purging old data with the required user authorization						
44	have screen formats within each module that are consistent in the way they ask for and present information						
45	have the database system that contain both transaction and period balance data of all the modules so that the report writer and inquiries can accumulate balances quickly rather than add up all the relevant transactions						
46	allow for the simple addition of new fields to records or provide space for additional fields in the database and application that will be required						
47	provide a user friendly graphical user interface (GUI)						
48	Provide user friendly and simple navigation screens.						
49	provide the facility to capture the pictures/drawings of the items/ properties etc.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
50	have provision for generating reminders for time critical activities (as per user definitions)						
51	have provision for office automation system for:						
52	- File movement						
53	- File Tracking						
54	- Access restrictions to file sections based on role						
55	have provision to define multiple workflows for office automation system based on different department needs						
56	have provision to define different workflows for office automation system for different organizations						
57	support defining of Delegation of Authority/ Power for various activities:						
58	- Purchase Order Approvals						
59	- Vendor Approvals						
60	- Various Sanctions						
61	- Payment Approvals						
62	- Other user defined activities						
63	enable role based access at:						
64	- Module Level						
65	- Screen Level						
66	- Field Level						
67	enable segregation of duties based on role based access						
68	have provision for pre-audit of transactions such as:						
69	- Salary Bills						
70	- Vendor Payments						
71	- Purchase Order releases and correction/editing/deletion						
72	- Purchase Agreements						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
73	- Sanctions						
74	- Other user defined processes						
75	have provision to restrict transactions from being posted unless the pre-audit is completed, if a pre-audit is built as part of the process						
76	enable release of departmental circulars to be released through system screen						
77	have provision to maintain the record of all circulars released over a period of time						
78	enable searching of circulars by:						
79	- Department						
80	- Date of release						
81	- Effective date of the circular						
82	- Topic						
83	enable recording and tracking of institutional memberships taken by MMTC						
84	enable maintenance of standard formats for forms						
85	enable automated posting of transactions to financial accounts						
86	not have any restrictions in creating number of horizontal and vertical layers while mapping the organization						
87	have Single-sign-on facility to logon to the system ( Debate)						
88	be accessible on web browser						
89	Not permanently delete any data from the system.						
90	Support workflow management system. The workflows should be mapped with the email id's for sending out automated alerts and notifications						
91	System should maintain the log of all the transactions for audit purpose						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
92	have role based security access						
93	Generate alerts, reports. The time taken for generating a simple employee personal information report should not be more than 3 seconds						
94	enable administrator to rename fields						
95	should be able to sort and sequence the reports						
96	have the ability to provide mailing labels and also send out both automate emails ( like salary slip generated) and manual emails						
97	Allow import and export of data. It should support all commonly used formats like. .doc, .docs, xls etc.						
98	The system should provide the ability to schedule batch jobs.						
99	The system should provide the ability to backup, recover, restart, and cancel jobs.						
100	The system should contain date/time stamp and user information reflecting an audit trail on every data element.						
101	The system should provide the ability to maintain separate development, testing & production environments.						
102	The system should be accessible both through WAN and internet. The system should provide a provision for centralized updates.						
103	The system should require standard Internet connection and TCP/IP protocol to access all user interfaces						
104	The system's access requirements through firewalls must be clearly identified and follow standard port designations.						
105	The system's database management system should be ODBC and/or OLE DB compliant.						
106	The system should support web-enabled interface.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
107	The system database should run on any of the leading RDBMS (latest version)						
108	The system should provide access from outside of the firewall by non-domain external users in accordance with generally accepted security standards.						
109	The system should provide self service capabilities in order to allow vendors, customers and employees to inquire on and update their current information. Users would be able to login remotely using a web browser to view/change their information.						
110	The system should contain toolsets to accommodate the following:						
111	API maintenance						
112	Database maintenance						
113	End-user interface design						
114	System upgrade administration and patches						
115	System security.						
116	The proposed solution should offer a full suite of utility tools required to execute various system maintenance functions including:						
117	Backup management						
118	Multiple monitoring sessions						
119	Storage archival and retrieval						
120	Performance monitoring (application and system)						
121	Ability to monitor executing jobs						
122	Batch monitors						
123	Database optimization						
124	The system should allow for the assignment of or automatic document numbering.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
125	The system should track system uptime and transaction response times in order to demonstrate operation within acceptable levels.						
126	The system should provide the ability for the database to run its backup.						
127	The system should provide automated transaction back-out/roll-back should the system fail during transaction processing and/or a transaction fails to reach normal processing completion.						
128	The system should provide for and support the ability to control the priority of batch jobs based upon multiple user-defined criteria.						
129	The system should support decentralized data entry.						
130	Should support load balancing and clustering						
131	The system should support extensive search capabilities including wild cards, any field or any combination of fields.						
132	The system user manual should be provided in electronic format.						
133	The system's comprehensive technical systems documentation and technical manuals designed for IT personnel should be available for the system.						
134	System help should contain a complete data dictionary for all system tables and data fields terminology.						
135	The system should allow the setup of error messages so they can be defined to allow override or block/no-override ability.						
136	The system should indicate "Mandatory" fields in each screen to facilitate data entry						
137	The system should provide for integration with other software's /tools and tools to easily export data						
138	The system should support standard Internet security including, but not limited to Secure Hypertext Transfer Protocol (HTTPS).						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
139	The system should support latest versions of multiple leading browsers like IE, Firefox, Chrome etc.						
140	The system should provide enterprise application integration (EAI) functionalities.						
141	The system should support data-transfer via flat files (i.e.: ASCII, variable and/or fixed length, comma-delimited, etc.)						
142	The system should provide the ability to interface or integrate with LDAP and support a single user sign on.						
143	The system should have the ability to interface or integrate with the existing messaging solutions.						
144	The system should provide users for customizations and integration Software Development Kit (SDK) that allows the technical staff to enhance and integrate the system.						
145	The system should provide the ability to AutoFill on any field, i.e. auto completion of one field based on prior data entry						
146	The system should provide user-defined executive dashboard (financial information, key performance indicators, etc.) based on user profile						
147	The system should support the input of values into fields without the use of a drop down box by typing in first few letters until valid value appears in box.						
148	System error messages should appear in a consistent format across all system modules and should be customizable.						
149	The system should allow transactions to be selected by any combination of date range, transaction type, User ID, etc.						
150	The system should have a built in calendar allowing in processing and transaction dates for holidays, weekends, etc.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
151	The system should provide the capability to store, retrieve, display and print imaged documents. The solution must provide the capability to receive scanned documents from document scanners having industry-standard connection protocols (SCI, TCP/IP, etc.)						
152	The system should be able to accept scanned or electronic documents in any format (pdf, xls, doc, ppt) and link them to a data record.						
153	The system should provide transaction logging or journalizing at the data base level. The system should be able to be recover all on-line transactions from the transaction log.						
154	The system should provide migration paths for new fields during software upgrades						
155	The system should be scalable to accommodate potential increase in the number of users.						
156	The system should allow the online creation of new user-defined data fields for miscellaneous data tracking, alteration of database structure, and update of a global data dictionary with these elements through proper security and audit mechanism.( rework)						
157	The system should use appropriate rules and constraints to enforce and maintain referential integrity.(rework)						
158	The system should be able to run on servers in a cluster environment.						
159	The system should support server "virtualization"						
160	The system should provide a log for rejected or unposted transactions.						
161	The system should provide the use of electronic approvals in order to capture required digital signatures for electronic documents.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
162	The system should provide the use of digitized signatures in order to print electronic signatures.						
163	The system should provide the ability to electronically interface with other applications and systems						
164	The system should synchronize LDAP users to facilitate a single sign on.						
165	The system should synchronize LDAP groups to facilitate security controls.						
166	The system should track the use of the system by authorized users.						
167	They system should provide a "forget password" reset process.						
168	The system should provide the ability for users to change their own password.						
169	The system should have the ability to report attempts by unauthorized users to use the system.						
170	The system should have the ability to suspend after "x" attempts to access the system with an incorrect password if authentication is internal to the system.						
171	The system should have a single log-on to provide access to all modules/functions						
172	The system's Ad Hoc/Query/Reporting should be subject to application security.						
173	The system should support data encryption.						
174	System audit trails should distinguish between administrative and/or financial actions.						
175	The system should retain audit trail information for the following:						
176	System activity (system logins)						
177	Document and data changes, including approvals						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
178	User name, ID, time, date, revised amount, and before and after update results						
179	The system should have the ability to define user access based on:						
180	Departments/Organizations						
181	Roles						
182	Individuals						
183	Application						
184	File or document type						
185	User ID and administratively-defined groups.						
186	Menu						
187	Module						
188	Report						
189	Screen						
190	Transaction type						
191	The system should have the ability to define user access based on:						
192	Databases						
193	Tables						
194	Documents						
195	Data Elements						
196	The system should have the ability to define and lookup a user based on:						
197	User Name						
198	Role						
199	User ID						
200	Organization Name/Number						
201	Date user was created						
202	Last login						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
203	The system should allow users to review security transaction history in a report.						
204	The system should allow multiple security roles to be assigned to the same user						
205	The system should provide for a secure database environment available only to defined processes						
206	The system should provide the ability to define security profiles to authorize users to view, update and approve data.						
207	The system should provide the ability to configure User ID/password rules such as length, alpha/numeric, upper/lower case, password definition and expiration period. The system to provide alerts for password expiry						
208	The system should support role inheritance, so system administrator can combine roles, and modify the parent role to form a new role.						
209	The system should provide ability to view or obtain security reports showing:						
210	Security breaches or attempts						
211	Authorized system use						
212	Changes to security profiles						
213	Security snapshot on a specific time period specified by the user						
214	Audit trails for all transactions which alter data anywhere in the application (add, update, delete)						
215	Audit trail to contain- Date stamps, login user ID, context of transaction, fields affected and before and after data values (please specify the contents of Audit Trail record)						
216	Archiving of old audit trail logs						
217	System to support the Interfaces/Integration with other applications						
218	Support integration of bulk load of flat files						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
219	Should support verification of data integrity before the data is loaded into the package tables.						
220	In case of errors, it should identify list of rows that have produced errors and should not load any rows from the flat file, till all the rows are error free.						
221	Application Programming Interface (API) based integration						
222	Should support XML based messages.						
223	Should support standard transport protocols like http, https, ftp, ftps, imap and smtp.						
224	Should support BPEL, SOAP, WSDL, HTTP and UDDI						
225	System to support Tracking document & files within and across locations						
226	System to support in-built Document Viewer to view various document formats such as TIFF, PDF, JPG, PDF a, MS Office documents, emails, faxes etc.						
227	System to support						
228	Annotations						
229	Access security for view, change & delete with a role-specific viewing of details						
230	System should support Data Archiving, which allows removal of data from the database and storing it in a consistent and secure manner. The archived data should be stored in a file system and from there it can be moved to other, more cost efficient storage media.						
231	System should support restore functions for the archived data						
232	System should support "search" function on the archived data						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
233	System should be able to archive and retrieve linked business documents so that there is data consistency while archiving & retrieval						
234	System should provide tool to view linked business documents in the archive						
235	Peripherals Integration with devices like bar code, printers mobile devices, etc.						
236	The system to support KYC compliance for Vendor and Customer including provide alerts for non-compliance The system to provide alerts for customers / vendors who have been defaulted / Black listed by MMTC The system to disallow multiple entries for any transaction with the same details The system should provision for maker checker for every transaction						

Finance & Accounts	Responses Table	
This section of Functional Requirements takes care of the Finance and accounts	Sup	Supported
	Cus	Customization
	3rd	Third Party
	Ns	Not Supported

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<b>Central Accounts</b>						
	<b>General</b>						
1	The system to support the definition of multiple company codes / entities.						
2	The system to club multiple company codes into a group						
3	The system to support the definition of multiple units and sub-units. (Units are accounting units- Corporate office, Regional Office Sub Regional office, Field Offices, Project Offices etc.						
4	The system to record company details like the name, registration number, transaction currency, SEZ Status etc.						
5	The system to control the transaction processing with rules defined for each of the company code / units:						
	<ul style="list-style-type: none"> <li>Set-up of transaction types for a unit</li> </ul>						
	<ul style="list-style-type: none"> <li>Set-up of processing and accounting rules along with GL account code for each transaction</li> </ul>						
	<ul style="list-style-type: none"> <li>Rules for mandatory fields for inputs</li> </ul>						
	<ul style="list-style-type: none"> <li>Rules for overrides and workflows</li> </ul>						
6	The system to support the extension of GL masters i.e. account codes, customer and vendor master for use by more than one company code						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
7	The system to provide for segmental reporting based on different geographies and business segments.						
	<b>Transaction Accounting - General Requirements</b>						
8	The system to generate an output of all accounting entries for a user specified period						
9	The system to identify, distinguish between realized and unrealized gain and loss (G/L) in the system and report on the items						
10	The system to support rounding (up, down, nearest)						
11	The system to process, track, account and report on for the necessary range of currencies across all the modules						
12	The system to permit entry of free format text (e.g. in the case where the accounting personnel wants to provide additional information during posting of Journal entries, vouchers etc.)						
	The system to provision for derivative accounting and segment reporting.  The system to provision for credit limits and credit blocks						
13	The system to support the user definable fiscal years with following capabilities:						
	<ul style="list-style-type: none"> <li>splitting a fiscal year into multiple user-definable accounting period</li> </ul>						
	<ul style="list-style-type: none"> <li>allow for multiple accounting periods to be "open" at any given time</li> </ul>						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<ul style="list-style-type: none"> <li>restrict posting to specific accounting periods based on authorizations &amp; allow for posting to prior periods based on authorizations</li> </ul>						
	<ul style="list-style-type: none"> <li>not allow for posting to prior fiscal years which have been closed at corporate level</li> </ul>						
14	The system to have voucher processing controls with following capabilities:						
	<ul style="list-style-type: none"> <li>provides for directly posting any voucher to the ledger or keeping it "on-hold"</li> </ul>						
	<ul style="list-style-type: none"> <li>should not allow for modifications of any voucher posted to the ledger</li> </ul>						
	<ul style="list-style-type: none"> <li>should allow modifications of details on a voucher kept "on-hold"</li> </ul>						
	<ul style="list-style-type: none"> <li>provides for automatically reversing any voucher:</li> </ul>						
	<ul style="list-style-type: none"> <li>Individually</li> </ul>						
	<ul style="list-style-type: none"> <li>Collectively batch wise</li> </ul>						
15	The system to process voucher in faster ways and ease of data entry; in the following ways:						
	<ul style="list-style-type: none"> <li>Provision to provide reference to an existing voucher with an option for copy and modify few details as required before posting.</li> </ul>						
	<ul style="list-style-type: none"> <li>Should provide for voucher templates</li> </ul>						
	<ul style="list-style-type: none"> <li>Should provide for recurring vouchers</li> </ul>						
16	The system to support multiple sub-ledger of main ledger/General Ledger with following requirements						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
17	The system to support assignment of accounting details for the sub-ledgers and its components like Customer, Purchase Vendor/ Supplier/ Contractor, Employee, Asset, Inventory, Work Order, Investment, Loans, Project, Borrowings, Deposits, Govt. Bodies (Taxes) etc. with segregation of its type / segment wise whether asset or liability.						
18	The system to automatically post and update general ledger control / main account whenever a sub-ledger account is posted.						
19	The system to maintain only balances for control accounts in the General ledger till closure; further details of such transactions would be available in the respective sub-ledgers.						
20	The system not to allow direct postings to main / control accounts in general ledger.						
21	The system to provide an option to match debits and credit when a voucher is posted						
22	The system to automatically issue warning for duplicate vouchers based on same dates, same references, same accounts, same party etc.						
23	The system to record the dates of the event, accounting, preparation of the voucher, authorization of the voucher, changes, if any, reference document, rectification, if any etc. on each voucher						
24	The system to support memo transactions for reporting.						
25	The system to automatically convert any of the memo transactions into regular transactions for processing.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
26	The system to keep track of all inter-related transactions e.g. Purchase order to Goods Receipt to Vendor invoice to Payment						
27	The system to support reporting for user-definable accounting periods or a period range for all reports						
28	The system to allow printing documents / reports on pre-printed stationery.						
29	The system to allow mapping of Chart of Account Codes with the one as prescribed by the Corporation & Schedules						
30	The system to integrate with other modules as and when introduced without much customization/modification to the existing module.						
	<b>General reporting requirement</b>						
31	The system to print / publish reports; and save them as viewable files in PDF, TXT, MS-Excel, XBRL and XML formats.						
32	The system to export and extract data and graphical reports to spreadsheets / databases/ text/ presentations, etc for analysis and reporting.						
33	The system to support customizations of reports to company's needs, as per the details listed below:						
	<ul style="list-style-type: none"> <li>Ability to allow users to specify the exact layout of the required report including location of the fields, header, footer, page numbering, title etc.</li> </ul>						
	<ul style="list-style-type: none"> <li>Ability to export extracted data and graphical reports to spreadsheets / databases/ presentations</li> </ul>						
34	The system to provide context sensitive help to guide users to form the reports required by them						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
35	The system to define a schedule for generation of each report. (e.g.: daily, weekly, monthly)						
36	The system to define users to whom the report needs to be sent. The output format can be a paper or electronic Via email/internet/intranet etc.						
37	The system to be able to isolate and report on errors and exceptions.						
	<b>Reporting</b>						
38	The system to generate financial statements at the various defined levels of the Organization / entities						
39	The system to generate financial statements for multiple groups of organizations / entities via consolidation						
40	The system to support the generation of internal reports and transactional reports for each of the organizational units. It should be able to report at least on the following heads:						
	• By revenue/ expense heads						
	• By Asset/Liability heads						
	• By transaction types						
	• By status in the workflow process like draft, pending						
41	The system to generate profitability reporting across units as well as profitability for the entire organization						
42	The system to support the definition and maintenance of alternative organizational structures for internal and external reporting. (Example grouping/regrouping of entities/units/ currency values for MIS reporting etc.)						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
43	The system to create separate physical segregation of data by organizations / entities						
44	The system to provide statutory financial ratios based on set parameters as required by 3-4 government agencies						
	<b>General Ledger</b>						
45	The system to support entry of description or name of Corporate office, Regional Office, SRO etc. for each location / account Code						
	The system should show daily running balances, invoice details, narration, other details like contract number, bank details in case of receipt /payment etc.  The system to provision for correlation between payment remittance to foreign suppliers and payment received from buyers. The system should include invoice overdue report						
46	The system to maintain group chart of accounts						
47	The system to support multiple charts of accounts and map the transactions automatically onto the different charts.						
48	The system to add new general ledger codes to the existing chart of accounts						
49	The system to support generation of voucher on serial number maintained for units						
50	The system to define functional / base currencies of the respective companies.						
51	The system to block and delete GL accounts not in use. However deletion to be done with proper authorization						
52	The system to create an audit trail for the GL account created and amended						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
53	The system to ensure that only authorized persons are allowed to create general ledger master data.						
54	The system to add new accounts, change descriptive information on existing accounts and delete accounts no longer required.						
55	The system to maintain books of accounts for multiple companies with a single chart of accounts.						
56	The system to capture the following information in accounting for a transaction should : cost center, budget code, project office areas and states etc.,						
57	The system to allow ability to view the Chart accounts as drop down list restricting to that group or near by group.						
	<b>Transaction input</b>						
58	The system to support input of following illustrative fields on transactions:						
	<ul style="list-style-type: none"> <li>Voucher series, Transaction reference, Accounting period (to be automatically derived from date) etc. at Header level</li> </ul>						
	<ul style="list-style-type: none"> <li>Account code, Amount, Debit/credit indicator, Quantity (optional), Analysis code etc. at Line level</li> </ul>						
59	The system to support 'park & post' of documents						
60	The system to list the 'parked' documents and option to 'post' them individually or collectively						
61	The system to support automatic accounting entries for accounts payable accounting, fixed asset accounting, accounts receivables , HR, Payroll, Shipping , etc. as per business needs of MMTC.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
62	The system to support budget preparation group wise/department wise/ location wise etc.						
63	The system to support accounting for security deposit and calculation of interest on security deposit.						
64	The system to support reversal of vouchers with a reason code.						
65	The system to display individual voucher wise entry for general ledger as well as consolidated total for user specified period for current year as well as prior years.						
66	The system to display all outstanding, still to be cleared from the system separately in the general ledger report						
67	The system to record & report Inter unit / Inter company transactions and to reconcile them periodically.						
68	The system to assist users in routine vouchers entries by creating predefined sample vouchers for frequent use.						
69	The system to identify all predefined provisional voucher, which have not been posted in the books of accounts like rent, electricity etc.						
70	The system to drill down the report upto the user level documents						
71	The system to support posting of expenses identified as 'recurring' on a pre-defined logic and get posted automatically once the program has been executed on a specified date.						
72	The system to support posting of expenses identified as 'deferred entries' on a pre-defined logic						
73	The system to be able to reverse the entry generated be reversed on the specified dates.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
74	The system to support clearing of all outstanding entries in the general ledger						
75	The system to identify separately all outstanding entries pending for clearing and all cleared entries.						
76	The system to facilitate online document approval process at multi levels. (System should allow posting to General ledger only after final approval is received from the reviewing authority						
77	The system to allow the user to review the document before final posting.						
78	The system to allow entry of foreign exchange rates on a periodic basis						
79	The system to calculate foreign exchange fluctuation at the time of financial statement closing process as per the prevailing exchange rate						
80	The system to support the calculation and accounting of foreign exchange rate variation at the month and year end as per accounting standards applicable						
81	The system to restate the foreign exchange transactions at the prevailing rate at the month end and post entries for foreign exchange rate variation for the purpose of monthly financial statements						
82	The system to reverse the foreign exchange rate variation entries in the following month/or at a specified date/period.						
83	The system to have option of compulsory data entry in selected fields as decided by the company						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
84	The system to stop the user from further processing if the required data/field is not entered.						
85	The system to support journal amount(s) entry as debits or credits, mentioning the account code, sub-accounts, Cost center/charge codes, sub-ledgers, line description, header description etc.						
86	The system to support the following types of journals:						
	<ul style="list-style-type: none"> <li>• Accrual and prepayment journals, which automatically reverse themselves in the following period.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Blank journals template where the bulk of the information is pre-coded with account codes and only the date and amounts needs to be entered.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Recurring journals, which are similar to blank journals template but with the values pre entered with capability to modify desired data.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Regular entry of journals</li> </ul>						
	<ul style="list-style-type: none"> <li>• Recurring journals to a set of accounts with varying / same amount.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Journals for the prior period items</li> </ul>						
	The system to support clearing accounts and balance them at the transaction completion with following requirements:						
	<ul style="list-style-type: none"> <li>• The system automatically generates offsetting entries to specified clearing (memo, off financial statement) accounts</li> </ul>						
	<ul style="list-style-type: none"> <li>• Break-up of balance into unsettled transactions should be possible</li> </ul>						
	<b>Sub-ledgers and Integration</b>						
87	The system to consolidate information within and across general ledgers for month end reporting purposes for						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	multiple location (including SROs) if required						
88	The system to integrate G/L, accounts payable, accounts receivable with all the sub-ledgers and synchronize with the G/L in on-line, real-time manner. System should facilitate recording of transactions through sub-ledger, e.g. employee wise conveyance, LTA, etc.						
89	The system to support the functionality of financial module to be fully integrated with the logistics and payroll modules thus ensuring that the operational and financial books always reflect the same results. The system to support closure of logistics module to ensure no pending or unauthorized/ left over entries						
90	The system to have a common control account as a link between sub-ledgers detail and general ledger summary						
91	The system to post to control accounts in the general ledger automatically, the postings made to sub-ledgers.						
92	The system to detect any differences between sub-ledgers and control accounts in main general ledger						
93	The system record and do inter-company / inter-unit accounting for the transactions						
94	The system to report on the inter-company / inter-unit balances						
95	The system to reconcile accounts of the inter-company / inter-units						
96	The system to support multiple levels of approval for a journal voucher before it is posted into General Ledger.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
97	Period-end Closing						
98	The system to track period-end provisions by different voucher series.						
99	The system to automatically keep all provisions till 31st March / FY closing						
100	The system to automatically re-group accounts based on balances (i.e. creditors with a debit balance or debtors with a credit balance).						
101	The system to identify the need of any corrective measures/ items of exceptions with respect to the closing the financial periods; in a scenario of multiple modules (sub-ledgers) to be closed before closing the GL.						
102	The system to ensure that all pending activities are carried out before closure and prompt any alert or notification if some activities are not carried out.						
103	The system to allow post adjustment entries in closed period with proper audit trail and authorization.						
104	The system to make provisions for expenses from the system based on open items at the time of period closing.						
105	The system to create provisions for all open GR before making provisions for the period						
106	The system to keep all provisions made on 31st March						
107	The system to do a periodic and year end closing of accounts as per user defined closing calendar.						
108	The system to carry forward the closing balance of the financial year as opening balance to the next financial year automatically						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
109	The system to maintain monthly accounting periods in the financial year followed by the company.						
110	The system to facilitate blocking of entries in a particular general ledger during the opening of the financial period.						
111	The system to monitor closing provisional entries separately.						
112	The system to calculate transaction profit/ translation loss on foreign exchange transactions.						
113	The system to post and view transactions in foreign currency as well as in local currency and conversion to local currency						
114	The system to automatically carry forward of balances for balance sheet accounts						
115	The system to automatically reset of all profit and loss accounts for new year						
116	The system to automatically transfer of P&L accounts for closing year to show the balance in the retained earnings for the books						
117	The system to keep the previous year open for a specified period while processing the next year's data						
118	The to provide additional periods for the adjustment entries i.e. say audit entries on the last day of financial year /month for any outstanding liability/adjustments						
119	The system to allow write off prepaid expenses regularly on a predefined basis						
120	The system to calculate interest as per predefined information.						
	<b>Financial Statements and Reporting</b>						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
121	The system to generate Trial balance at periodic intervals.						
122	The system to generate Profit/Loss Account & Balance sheet in accordance with companies act and relevant laws						
123	The system to generate a report on net movement by account, showing opening balance at start of month, net transactions value (or detailed transaction) and closing balance.						
124	The system of system to have a transaction listing based on:						
	• By Account(s)						
	• By Date(s)						
	• By Voucher Number(s)						
	• By Voucher series(s)						
	• By User(s)						
	• By transaction type(s)						
125	The system to allow for generating financial statements at the following levels:						
	• Across Head Quarter units						
	• Across Project units						
	• Across Cost Centers						
	• Across Profit Centers						
	• Across Divisions/Branches						
126	The system to handle reporting and disclosure requirements under relevant accounting standards applicable in India.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
126	The system to map sales to the related purchases (For example Facilitate the SEZ purchases and sales linking for taxation purposes)						
126	The system to support books for GAAP compliance.						
126	The system to support books for IFRS compliance when applicable						
126	The system to have the capability of supporting multiple calendars years for reporting purposes.						
126	The system to maintain audit trail of documents created in the system						
126	The system should be able to identify the user who created the document , the user who approved the document, user who edited the document and what all has been edited)						
126	The system to allow ability to retrieve expenditure from inception to till date without transfer to P&L						
126	The system to generate trial balance for any of the units and must allow consolidation						
126	The system to generate Trial Balance showing opening balance, transactions and closing balance						
126	The system to generate Trial Balance for the period/ date range input by the user						
126	The system to generate Profit/Loss Account & Balance Sheet as per the other books maintained (Example IFRS, GAAP Accounting Standards applicable in India etc.)						
126	The system to generate Profit/Loss & Balance Sheet for the period inputted by the user						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
126	The system to allow Quarterly, half yearly and annual consolidation of Financial Statements (Balance Sheet and Profit & Loss statements)						
126	The system to have the ability to do projections for a specified period (Balance Sheet and Profit & Loss statements) as per books( GAAP, IFRS , Accounting Standards applicable in India )						
126	The system to allow for flexible groupings of units to facilitate analysis						
126	The system to provide for building an hierarchy of units						
126	The system to capture a Unit head for each Unit at the lowest level						
126	The system to drill-down from the statement to the original transactions						
126	The system to reconcile with the general ledger on an account-to-account basis						
126	The system to generate any reports, comparing against:						
	• Previous periods						
	• Previous year						
127	The system to calculate contingent liability						
128	The system to generate cash flow as per Accounting Standards applicable in India and system to generate funds flow						
129	The system to generate capital commitments and approved 'spill overs'						
130	The system to generate reports on government loans, equity etc.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
131	The system to generate government audit report on bank loans etc.						
132	Ability to adhere to the general principles underlying the preparation of financial statements as per Accounting Standards applicable in India						
133	Ability of the system to support multiple classification of expenses to support the analysis of expenses as per Accounting Standards applicable in India						
134	Ability to provide details for the notes to the financial statements as per Accounting Standards applicable in India						
	Ability to provide Turnover statement (Qty and value wise), Profitability statement, Debtors / Creditors statement (age wise, segment wise etc.), Loans and advances statement, Inventory statement (age wise, segment wise , value wise etc.) and comparison with budgeted figures for analysis of variances						
	<b>Corporate Insurance</b>						
135	The system to provide reports for corporate insurance on fire policies, marine policies and other miscellaneous policies.						
136	The system to enable the claims for the insurances						
137	The system to get a report on the status of insurance and claims						
138	The system to get a consolidated report on the status of marine policies						
	<b>Accounts Receivable</b>						
	<b>General</b>						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
139	The system to allow Accounts receivables system to be fully integrated to the general ledger and Cashbook.						
140	The system to allow for the following types of transactions:						
	• Customer invoices/ Bills & Refund as applicable						
	• Adjustment journals						
	• Collections (HO, Branches etc.)						
141	The system to define multiple document series						
142	The system to generate document numbers automatically / manually						
143	The system to generate credit/debit notes to customers based on certain predefined logic						
144	The system to generate credit notes based on sales returns and sales adjustment						
145	The system to support reversal of credit and debit notes raised with appropriate reason codes						
146	The system to provide analytical, summary and standard reports that reflect an accurate picture of the accounts receivables						
147	The system to provide details of discounts, if any, offered to customers						
148	The system to support the functionality of maintaining customer as a vendor						
149	The system to support automatic posting for sales accounting and invoice processing						
150	The system to support the functionality of maintaining credit limits in both period and value and to stop invoicing in case, the outstanding exceeds the credit limits fixed						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
151	The system to support the Corporate office and Regional office accounting						
152	The system to provide the list of billing against a sales order						
153	The system to generate sales/revenue report for the for each of the geographies, that may be identified and defined in the system						
154	The system to record client particulars PAN, TAN etc. in the system						
	<b>Invoice Transactions</b>						
155	The system to invoice the customer in currency other than local/base currency						
156	The system to support item based credit and debit notes						
157	The system to define payment terms						
158	The system to enter the document /reference number against which an invoice is raised						
159	The system to record balances in customer's transacting currencies						
160	The system to check for double billing						
161	The system to generate an ageing analysis at the overall balance level and also at the individual account level						
162	The system to provide customer line item report with a drill down feature to access the transaction level details						
163	The system to record late payment charges, interest, penalty from customers through invoice/ DR memo, Interest bearing advances, testing charges etc.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
164	The system to record discounts and create write offs against customers based on approval						
165	The system to define aging buckets and perform customer aging through the system						
166	The system to generate dunning letters through the system for customer balances confirmation, payment follow up and TDS certificates						
167	The system to create recurring invoices for fixed and variable expenses						
168	The system to conduct trend analysis of fixed and variable expenses on periodic basis						
169	The system to record the booking amount and payment terms based on period or percentage of completion						
170	The system to record the percentage of completion for revenue recognition purpose						
171	The system to record Item based credit and debit notes						
172	The system to facilitate the definition of payment terms and reason numbers						
173	The system to record the document number against which the note is raised						
174	The system to maintain record item numbers for documents against which the notes are raised						
175	The system to record apply credit notes automatically against pending documents						
176	The system to define multiple document series						
177	Account numbers into which the note amount should be posted is defined						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
178	The system to record relevant cost center, analysis and sub-analysis code for each account						
179	The system to reverse credit and debit notes raised with appropriate reason codes The system to calculate reverse charge with respect to taxes						
180	The system to generate invoices for different types of sales (scrap sales etc.)						
181	The system to stop the generation of invoices beyond the sale order value						
182	The system to handle 'bonding sales' scenario						
183	The system to handle 'retention sales' scenario						
184	The system to enter the invoice type (as per accounting Standards applicable in India) with the option to modify it at a later stage,						
	The system to have the provision to capture PO in Sale order screen						
	<b>Receipts and Collection</b>						
185	The system to provide for manually posting Debit Notes/Credit Notes to customer accounts						
186	The system to record cash receipts with/without reference to Invoices/ billings						
187	The system to facilitate in adjusting more than one invoice/Credit Note/Debit Note in one collection statement						
188	The system to apply receipts against customer debits (against invoices) and record various types of receipts in the form of cash, bank and credit card (and refunds by the same mode of payments)						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
189	The System should also disclose the securities available against outstanding amount without affecting the party balances i.e. B.G/L.C etc. given by the customers						
190	The system to record various types of receipts in the form of cash, bank, credit card etc. and refunds by the same mode of payment						
191	The system to record receipts from customers at any location and adjust at the customer's AR location						
192	The system to support advance receipts from customers						
193	The system to support bill wise adjustments						
194	The system to support viewing of posting details of a particular receipt						
195	The system to record bank receipts status as realized, unrealized, bounced etc.						
196	The system to reverse bounced or voided receipts						
197	The system to facilitate the definition of different document series for different types of receipts						
198	The system to support the use of manual or system-generated serial number for receipts						
199	The system to facilitate document serial numbers differentiation for receipts deposited in different bank accounts						
200	The system to support the functionality of having an intermediary account to post entries before they are posted to main bank accounts						
201	The system to generate report on the terms and conditions of sales order like freight, LD clause, Packing & Forwarding, delivery clause etc.,						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
202	The system to transfer the receipts from one division to another						
203	The system to adjust certain expenditures (claimed by customer) against the invoice and receipts						
	<b>Tax Deducted at Source (TDS) &amp; Other Taxes</b>						
204	The system to meet the requirement of TDS and TCS whichever is applicable , for sale of various commodity products.						
205	The system to generate TDS certificates.						
206	The system to comply with TDS returns filing requirements.						
207	The system to calculate Entry Tax. The system to generate reports for all taxes applicable						
208	The system to meet Entry Tax reporting requirements as per various State laws.						
	<b>Reports</b>						
209	The system to generate receivables report customer wise, location wise, division wise etc.						
210	The system to generate report on cheque dishonoured and amount recovered from customers along with the reason code and amount recoverable from customers						
211	The system to provide for customer ledger balances with report on total invoice value, amount collected, outstanding amounts etc.						
212	The system to generate report on provision made for bad debts on year to date basis						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
213	The system to generate the billing statements, including beginning open items, new charges, credits and payments, ending open balance and aging recap on a consolidated basis for various customer categories						
214	The system to generate report on debtors ageing for different parameters						
215	The system to generate detailed Aging Balance for each customer category showing open invoice and AR activity (e.g. payments, debit and credit memos, write-off, and comments)						
216	The system to generate AR Invoice Register - list of automated and manually entered invoices with control totals						
217	The system to generate Credit/debit Memos Register for all memos generated						
218	The system to generate Cash Receipts Journal, list all payments received each day						
219	The system to generate report on Average age /age wise of receivables						
220	The system to generate report on advance payments						
221	The system to generate the report on sales order the related billings, customer wise and location wise						
222	The system to generate the desired customer correspondence, like balance confirmation, payment reminders and the automation of the correspondence						
223	The system to clear the customer open items with the receipt, reversals or debit/credit notes on the basis of predefined rules						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
224	The system to download all the reports in various formats excel, PDF, flat file etc.						
225	The system to report on invoice generated during a period						
226	The system to generate report on miscellaneous invoices generation for maintenance and other charges						
227	The system to report on receipts for cheques received along with delivery address						
228	The system to mail reminder letters (dunning letters) for dues						
229	The system to generate report on customer wise outstanding with aging						
230	The system to generate reports on foreign currency receipts						
231	The system to conduct customer specific profitability analysis						
232	The system to generate report on customer charges for a specific period						
233	The system to generate report on the chapter IDs for the material codes						
	<b>Bills Section</b>						
	<b>General</b>						
234	The system to fully integrate the Accounts payables system with the general ledger, cash book, accounts receivable, fixed asset, purchasing, inventory, Costing and other relevant functions						
235	The system to provide for the following types of transactions:						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	• Vendor invoices						
	• Vendor debit / credit notes						
	• Vendor advances						
	• Adjustment journals						
236	The system to account for purchases and categorizing the purchases (Example SEZ purchases, Inter-state purchases, Imports etc.)						
237	The system to support direct and purchase order (PO) based invoice entry with payment schedules.						
238	The system to allow to enter invoices for adhoc purchases, regular and service PO						
239	The system to support debit/ credit note for rate differences in transactions						
240	The system to support different tax rates and purchase rates for different line items in the same PO						
241	The system to provide for regular and automatic adjustment of invoices / credit notes with prepayments/ debit notes						
242	The system to allow to track and trace documents through the use of an document numbering scheme						
243	The system to allow workflow for streamlining work processes and alert for the approval, pending items for approval etc.						
244	The system to have the ability to transfer vendor balances from one vendor to another						
245	The system to provide details of discounts offered by vendors						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
246	The system to check double invoicing						
247	The system to scan external documents and link these to the system generate document						
248	The system to create unlimited line items in the journal vouchers/purchase orders/sales order/invoices/bills/debit note / credit note						
249	The system to record the liability with the due date of payment and providing date wise outstanding report						
250	Masters						
251	The system to record the following details for each vendor master record:						
252	Vendor Type, Vendor code, Name, Address, Payee name (if different from the vendor), Payment address (if there is a different payee), Telephone number, Fax number, E-mail, Contact person, Payment terms, Payment method, Payment charges to be recovered, Paying Bank details, Vendor Bank details, Sales Tax Numbers, Permanent Account Number, Payment location, Payment lead time, TDS exemption details, SSI details, ECS related information, RTGS related information, dealers, Vendor type etc.						
253	The system to check and stop creation of duplicate vendor master accounts. (The system could check for duplicate address, PAN numbers or bank account details to avoid duplicate vendor master creation).						
254	The system to capture vendor TIN number, NSS and PAN numbers mandatory fields and further provides for type of transactions where such mandatory fields are to be filled up.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
255	The system to view vendor addresses and modifying them						
256	The system to facilitate the set up of "irregular / one-time vendors" account for processing transactions for rarely used vendors so as to obviate the need to set up individual master file records.						
257	The system to see the identity against each transaction on enquiry on the "irregular / one-time vendors" account(Example: Identification of person/representative person accounted in one time vendors transactions)						
258	The system to classify vendors based on residential status and constitution						
259	The system to provide for the ability to provide different TDS rates for the same vendors						
260	The system to exclude the applicable tax amount & other specified amounts like reimbursement amounts for calculation of TDS as per prevailing Act/Statute.						
261	The system to not deduct TDS for certain vendors when a certificate of no deduction is given and to comply with relevant reporting requirement in TDS return						
262	The system to deduct TDS for certain vendors at a lesser rate when a certificate of lesser deduction is given and to comply with relevant reporting requirement in TDS return						
263	The system to provide an option to enter the "Exemption No" where no deduction or lesser deduction is made for a vendor						
264	The system to identify products for claiming input tax credit						
	<b>Invoice Entry</b>						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
265	The system to provide an invoice register facility by which invoices can be logged prior to accounting in the general ledgers						
266	The system to provide for the following types of invoice entry:						
	• Against a purchase order or contract only						
	• Against a purchase order or contract and with a goods						
	• Against a purchase order or contract, goods receipt no						
267	The system to support automatic generation of the Debit/Credit notes on the vendor, based on the purchase order, GRN and the quality acceptance note. The system to also facilitate printing debit credit notes period wise / customer wise. The system is allow reversal of GRN / Pack-slip entries						
268	The system to allow collation of purchase orders in the invoice register by Purchase order type (Material purchase order, Other Central Purchase Orders, Local Purchase order), Purchase order value etc.						
269	The system to provide for Debit/Credit Notes based on proper authorization						
270	The system to generate ageing analysis for the outstanding invoices						
271	The system to reflect invoice wise outstanding for a particular vendor and for group of vendors.						
272	The system to record deductions from invoices under various accounts like cash discount, rebates, charges etc. with reasons for intimating to the vendor / contractor						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
273	The system to support three way checking process for processing of invoices. (Three way check process specifies that goods are received on the basis of purchase order and invoice is accounted on the basis of goods received in the system)						
274	The system to record and account discrepancies arising out of physical verification of inventories						
275	The system to trace for adjustments in accounts for the transfers between units/project sites						
276	The system to support claim management with respect to material loss/ short supply either to the account of supplier or transporter.						
277	The system to record values of foreign currency transactions in both the currencies (foreign currency and the Indian currency)						
278	The system to support automatic generation of accounting entries for PO-based invoices from PO / GRN						
279	The system to provide reference and match PO-based invoices with the PO / GRN						
280	The system to record details of the associated tax and miscellaneous charges						
281	The system to specify if taxes / charges are to be calculated for each item in the invoice or the entire invoice.						
282	The system to define payment schedules for invoices together with associated discounts and penalties.						
283	The system to indicate if discounts are based on individual invoice values or gross invoice value.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
284	The system to specify if payments are to be made to third parties in case of PO-based invoices.						
285	The system to raise item based credit and debit notes.						
286	The system to track over-invoicing, return of good and price variance						
287	The system to record advances against vendor with reference to a general reference, multiple purchase orders or multiple proforma invoices.						
288	The system to support the functionality of maintaining vendor as customer, giving the user the option of transaction set-off						
289	The system to allow for accumulating Debit/Credit notes over a period and processing them in a batch mode						
290	The system to support for each vendor invoice, recording of following information (at invoice header level):						
291	Vendor code, Transaction reference (internal), Vendor transaction reference, Transaction date, Posting period, Transaction value, Order number (to which the invoice relates), Narrative (for purchase ledger entry), Tax codes (Multiple), Tax amounts (Multiple), TDS details, if applicable etc.						
292	The system to assign default status to the transactions entered as say 'authorized for payment', 'Not authorized', 'New', 'Draft' etc.						
293	The system to prompt if any "advance" is outstanding against the vendor while posting the invoice.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
294	The system to support entering invoices for "pre-paid" expenses and apportion the amount between prepaid accounts and expense accounts on a periodic basis						
295	The system to allow the flexibility to post expenses pertaining to prior periods in the current period and apportion the remaining amounts as pre-paid for the remaining periods						
296	The system to allow manual entering of invoices						
297	The system to support multiple approval hierarchy for invoices as per the delegation of authority of the company.						
298	The system to create invoice template and add Logos / modify fonts as per user requirements.						
299	The system to provide an option as to the gross amount or the net amount on which TDS to be calculated						
300	The system to deduct TDS on invoice, advance payment or payment whichever is earlier						
301	The system to define the tax amount on the partial Invoice/PO where there is a consolidated invoice/PO for (say) materials & service						
302	The system to calculate TDS on foreign transaction as per the exchange rate given applicable on date of accrual in books, which may be different from exchange rate on date of remittance.						
303	The system to provide a warning message in cases of transactions that require tax deduction						
304	The system to facilitate matching invoice with PO and Goods receipt so that data entry is minimal						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
305	The system to perform regular and automatic adjustment of invoices / credit notes with prepayments/ debit notes						
306	The system to account for all types of taxes where applicable during invoice posting/ advance payment whichever is earlier						
307	The system to generate the TDS certificates in prescribed formats (i.e. form 16 and Form 16A) on annual as well as monthly basis						
308	The system to comply with the e-TDS requirements						
309	The system to generate and automate the TDS return filing process						
310	The system to provide different TDS rates for the same vendors						
311	The system to identify the 'deemed service provider' liability for payment of applicable tax and availing credit thereof (also retrospectively)						
312	The system to account for bills under Indian Accounting Standards applicable in India						
313	The system to account for bills partially						
314	The system to interface with one or more banks for payment processing.						
315	The system to authorize the vouchers using digital signatures						
316	The system to authorize the vouchers online (using workflow)						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
317	The system to exclude the applicable tax amount & other specified amounts like reimbursement amounts for calculation of TDS as per prevailing Act/Statute.						
318	The system to generate TDS related information in excel, PDF, .txt formats						
319	The system to file a revised TDS return and have the link to the original TDS return						
320	The system to not deduct TDS for certain vendors when a certificate of no deduction is given and to comply with relevant reporting requirement in TDS return						
321	The system to deduct TDS for certain vendors at a lesser rate when a certificate of lesser deduction is given and to comply with relevant reporting requirement in TDS return						
322	The system to provide an option to enter the "NOC No" where no deduction or lesser deduction is made for a vendor						
323	The system to provide an option as to the gross amount or the net amount on which TDS to be calculated						
324	The system to deduct TDS on invoice or payment whichever is earlier						
325	The system to define the tax amount on the partial Invoice/PO where there is a consolidated invoice/PO for (say) materials & service						
326	The system to calculate TDS on foreign transaction as per the exchange rate given applicable on date of accrual in books, which may be different from exchange rate on date of remittance.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
327	The system to meet reporting requirements for foreign payments. For example, generation of form 15CA, etc.						
328	The system to provide a warning message in cases of transactions that required tax deduction						
329	The system to calculate interest / penalty where TDS has not been remitted on time						
330	The system to add UTN (Unique Transaction Number) for each transaction subject						
331	The system to meet TDS requirement while making payments to foreign parties i.e. ability to apply gross up in case of net of tax contracts,						
332	The system to reconcile TDS deducted with income / revenue recognized in the accounts.						
333	The system to generate following forms: (Example)						
	• Form 16A						
	• Form 17						
	• Form 26Q						
	• Form 27Q						
	• Form 24 Q						
334	The system to handle retrospective TDS / surcharge rate changes.						
335	The system to generate a list of all foreign payments made						
336	The system to apply tax on gross amounts in case of payments to foreign vendors.						
337	The system to manage payments, advances and deductions to vendors.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
338	The system to support receipt of money from vendors (e.g. recoveries, advances) etc.						
339	The system to allow payment of invoices on the "irregular / one-time vendors" account through the automatic payment processing function.						
340	The system to make part payment against an invoice and balance payment process on a subsequent date						
341	The system to make advance payment to a vendor and later link it to vendor specific invoice or invoices received						
342	The system to facilitate centralized payment vouchers for all the purchases made for the various different project from the same vendor						
343	The system to block invoices and vendors for payment along with reason codes						
344	The system to provide for reporting on payments made to a group of vendors with the statistical reporting on the services or goods supplied. For example, in case of the transporter payments, a report on the payments made to the transporter along with the quantity of goods carried.						
345	The system to provide a list of proposed payments for invoices based on due dates (considering early payment discounts etc.)						
346	The system to be able to be run the proposed payment lists at any time for payment decisions						
347	The system to calculate payment date based on due date, lead time for processing the payment and working calendar						
348	The system to run the payment lists for specific vendor types / classifications.						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
349	The system to automatically take account of debit notes in determining the net amount due.						
350	The system to make payments as per schedule payout dates automatically						
351	The system to track different kinds of advance payments made to vendors in the vendor sub-ledger						
352	The system to give advance to vendors on the basis of purchase order and for advance payment against procurement of services. etc.						
353	The system to facilitate payment to vendors after adjusting prepayments and debit notes						
354	The system to calculate payment due as per the terms and conditions in PO						
355	The system to club credit memo with invoices for consolidated payment						
356	The system to monitor that payment to a vendor should not exceed the order value						
357	The system to issue the payment in a different name than the person on the invoice (Alternative Payee)						
358	The system to record retention money along with details like model number, defect liability etc. in the system						
359	The system to record prepayments against vendor with reference to a general reference, multiple purchase orders or multiple proforma invoices						
360	The system to enable payments for invoices for which associated bills have been dishonored ( if invoices are Bills or LC applicable )						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
361	The system to capture details of customers for whom payment is being made to the vendors at the AP invoice line level						
362	The system to facilitate payment to vendors after adjusting prepayments and debit notes						
363	The system to record LC payments through the system						
364	The system to facilitate hold invoices / credit notes from payments, reverse invoices, and process inter-vendor journal vouchers						
365	The system to facilitate hold/release payment to selected vendors depending on information/scheme obtained from the purchasing system						
366	The system to facilitate to setup recurring payments and progressive payments and credit notes (enabled by Electronic Clearance System)						
367	The system to support receipt of money from vendors due to overpayments and advances						
	<b>Reports</b>						
368	The system to provide creditors report showing balances for:						
	• All creditors						
	• User defined range of creditors						
369	The system to provide for optional inclusion of open items, supporting the amount ranges etc.						
370	The system to provide analytical, summary and standard reports that provide an accurate picture of the accounts payable including invoice, tax, payment amount						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
371	The system to generate report on year-to-date payments made to the vendor						
372	The system to generate report on discounts availed by the company						
373	The system to provide the list of invoices against a PO						
374	The system to provide reports on:						
	- The PO's generated						
	- The receipts against PO						
	- The open PO						
	- The rejections related to a PO						
	- Procurement schedule						
	- PO vendor reports						
375	The system to generate creditors report for:						
	- All creditors						
	- User defined range of creditors						
	- Account balances aged over 1 month, 2 months, 3 months						
	- Aged by transaction on date						
	- Aged by due date						
376	The system to have the information on the creditors ageing report at transaction level as well as vendor level						
377	The system to have the transaction ageing periods be user definable						
378	The system to generate the reports by both vendor name as well as payee name. The system to generate vendor reports with details of all applicable taxes, quantity wise, purchase against exports etc.						
379	The system to provide for all TDS related reporting						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
380	The system to provide for printing vendor statements to be dispatched to vendors						
381	The system to provide report on TDS returns						
382	The system to report on retention payable vendor wise (LD, TDS, Security Deposit, Other deductions etc.)						
383	The system to report on the foreign payments based on method of payment (Example LC, Wire transfer etc.)						
384	The system to report on the advances paid to the suppliers/ debtors / creditors						
385	The system to report on the list of 'active' vendors						
386	The system to report on status of PO/Work Orders/ Service Contracts at any given period						
387	The system to report on the vendors based on Vendor type (company, Non company)						
388	The system to track customs duty paid						
389	The system to meet custom duty reporting requirements						
390	The system to generate the desired vendor correspondence, like balance confirmation, payment reminders and the automation of the correspondence						
391	The system to report on vendor payment invoice wise						
392	The system to report on mobilization advance ( prepayment) report vendor wise						
393	The system to generate item wise payable report						
	<b>Cash Sections</b>						
	<b>Payment Processing</b>						
394	The system to provide for the following types of transactions:						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	- Payments for vouchers generated by all sections ( both automatic and manual)						
	- Cash/bank receipts						
	- Electronic fund transfer						
395	The system to run the payment lists for specific banks/divisions						
396	The system to select items for payment interactively by the following methods:						
	- All items older than an input date						
	- All outstanding items on an account						
	- Individual items on an account						
	- All items upto "X" amount in total						
	- Other options as required by business needs to be provided						
397	The system to prevent payments to vendors of more than a user specified amount						
398	The system to provide for the payment approval process be mapped in the system as per the delegation of authority manual						
399	The system to support online processing of payment vouchers, bulk payment and payment across multiple bank accounts and authorization through work flow						
400	The system to provide for single/ multiple Cheque printing for single and multiple line items of Bank Payment and multiple bank payments						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
401	The system to support payment by Cheque, Demand drafts, including accounting for DD charges, Bank letters, Cash, ECS etc.						
402	The system to include the DD number in the payment advice						
403	The system to provide for upper limits and lower limits on payments for specific payment methods (e.g. Cash payments should not exceed Rs. Xxx with a provision to allow such payments for few authorized people)						
404	The system to allow grouping of multiple line items in one payment						
405	The system to allow splitting one line item into multiple payments						
406	The system to produce a remittance advice for all payments made (irrespective of method of payment)						
407	The system to print a cheque registers automatically immediately after printing of cheques from the system.						
408	The system to post, payments to the cash book and update automatically the general ledger i.e. Vendor ledger control account, Bank account, Penalties accounts, recovery from vendors etc., TDS account (location specific), Expense accounts (DD charges, etc.) and report on user defined time lines						
409	The system to record payments in cheques, RTGS, Cash and internet banking						
410	The system to support batch processing of payment vouchers, bulk payment and payment across multiple bank accounts						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
411	The system to enable selection of multiple documents for payment through pay groups						
412	The system to record LC payments through the system						
413	The system to record bank guarantee details						
414	The system to record bank guarantee online by the banks						
415	The system to make foreign currency payments for import purchases						
416	The system to record and track bank guarantees, mobilization advances and performance guarantees through the system						
417	The system to generate alerts for non-payment of dues on due date						
418	The system to facilitate hold/release/ refund e payment to selected vendors depending on information/scheme obtained from the purchasing system						
419	The system to support bulk authorization of documents like invoices, payment and bulk payments						
420	The system to record the following details for each bank:						
421	Name of the Bank, Branch, Address, Telephone number, Fax number, Contact person (Multiple), Type of account, Account Number Date of opening, Date of closure, Consortium/ Non-consortium, CC Limits, Non-fund limits, SWIFT Code, Cheque Inventory, Authorized signatories (Multiple with limits), Validity dates for authorized signatories						
422	The system to track the time between cheques issued for payment and actual date of realization (Stale cheques)						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
423	The system to automatically generate accounting entries for collection charges payable						
424	The system to keep track of "bounced" cheques						
425	The system to automatically generate accounting entries for cheques bounced						
426	The system to Control and monitor Earnest Money Deposit/ Bank Guarantee for the various contracts						
427	The system to interface with finance module for auto generation of Bank Payment Voucher, Bank Receipt Vouchers and Journal Vouchers						
428	The system to maintain records of all cheques:						
	• Deposited into the collection accounts on a daily basis						
	• Paid to all payees						
	The system to maintain details of all cash:						
	• Deposited into bank accounts on daily basis with vouch						
	• Withdrawal from the bank on a daily basis						
	The system to do bank reconciliation, using bank statements input either						
	• Manual						
	• through soft copy/third party database/spreadsheets						
429	The system to maintain approval hierarchy before the release of cash payment.						
430	The system to generate notification to the originating department of the payment made.						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<b>Receipts Processing</b>						
431	The system to account the receipts in cash book/bank book						
432	The system to account the receipts based on EFT receipts						
433	The system to generate 'Daily Cash Collection Statement'						
	<b>Investment &amp; Borrowings</b>						
434	The system to provide for the following types of Investments/Borrowings: Loans, Cash Credit, Overdraft, Foreign currency loans, Fixed Deposits etc.						
435	The system to provide consolidated reports on various investment and tracking of overall exposure (borrowings)						
436	The system to automatically generate accounting entries for interest (payable or receivable) based on the above investments/borrowing						
437	The system to record payment due dates for each Investment/ borrowing						
438	The system to provide for instalment-based repayments						
439	The system to provide consolidated list of investments in joint ventures against borrowings						
440	The system to list out funds transferred to Other offices for a defined period						
441	The system to list the funds transferred from other offices to corporate office for a defined period.						
442	The system to assist in working capital management by providing overview of working capital components						
443	The system to enable forecasting of working capital for current operations and future expansion						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
444	The system to project cash flow for a particular period division wise and consolidated also						
445	The system to report Dividend income on various Investments						
446	The system to report movements in Investments fund wise						
	<b>Reports</b>						
447	The system to generate payment advice through the system						
448	The system to report on foreign remittance payment details						
449	Ability to generate payment due report						
450	Ability to generate payments in foreign currency party wise period wise						
451	Ability to generate cash book						
452	The system to generate petty cash register						
453	The system to generate bank book						
454	The system to generate cash flows for:						
	- Immediate future (considering vendor invoices and custom receipts)						
	- Medium-term and long-term requirements (considering planned purchases and sales)						
456	The system to generate Bank balance analysis (bank balances by amount slabs)						
457	The system to generate Daily Limit utilization reports						
458	The system to generate Cash Flow statement as per Accounting Standards applicable in India						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
459	The system to generate reports on cash positions of the branches						
460	The system to generate bank reconciliation statement based on the inputs given						
461	The system to generate bank guarantee reports bank wise, division wise, category wise						
462	The system to generate list of expired bank guarantees bank wise, division wise, category wise						
463	The system to generate fixed deposit reports including interests						
464	The system to list out loans with outstanding and interest paid/payable for a given period						
465	The system to list out the report for all receipts based on the receipt type						
466	The system to list out the report for stale cheques						
	<b>Asset Accounting</b>						
	<b>General</b>						
467	Ability of the system to support fixed asset classification as per following:						
	<ul style="list-style-type: none"> <li>Support the classification/editing by Asset category, Asset type, Asset ID, Physical ID, Asset location, Asset Value, Cost Center, Put to use date, Nature of Financing (Plan/Non-Plan), Employee responsible, applicable rate of depreciation, terminal value of the asset, installation date, name of the vendor, any other user defined field etc.</li> </ul>						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<ul style="list-style-type: none"> <li>Support asset master, Asset Classification (as per Income Tax Act requirements), Asset Class (User-definable), Asset Usage Status (In-use, Stand-by, etc.), Depreciation details, Expected Life of asset, Insurance details, AMC details, Ownership details (Owned/Leased), Lease details, if Leased asset etc.</li> </ul>						
468	The system to deal with the scenarios demanding conversion of a booked revenue expenditure to Capital expenditure						
469	The system to provide restricted role based access for allowing the capitalization transactions in the prior periods.						
470	The system to support maintaining of asset books according to Indian Companies Act and Indian Taxation laws.						
471	The system to provide for capitalization of imported assets considering:						
	- Landed cost of assets						
	- Accounting for exchange rate gain/loss						
472	The system to separately identify a component of an asset and link to the main asset. For example, spares will be linked to concerned machine, each being maintained as a separate entry in FA register.						
473	The system to facilitate tracking and depreciate spare parts associated with the parent asset.						
474	The system to facilitate department wise budgetary control						
475	The system to facilitate asset category wise budget.						
476	The system to enforce budgeting control from the step of requisition / purchase order of the assets.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
477	The system to allow for modification of asset capex budgets						
478	The system to provide comparative reporting on the asset actuals versus budgets						
479	The system to upload Mass Assets specifically in case initial uploading or asset acquisitions						
	<b>Asset transactions</b>						
480	The system to provide for transferring assets based on a transfer request; on workflow based approval mechanism.						
481	The system to provide for transfer assets across project offices of the group company						
482	The system to automatically generate accounting entries for each transfer including for following account heads:						
	- Capital account						
	- Accumulated depreciation						
483	The system to keep track of history of asset transfers						
484	The system to allow for asset splits						
485	The system to allow recording of the disposal of assets upon retirement						
486	The system to provide for additional capitalization on existing assets						
487	The system to support physical verification of assets by generating tag numbers or an appropriate list for the purpose						
488	The system to record verification details on the asset master for tracking and audit trail						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
489	The system to prompt for or to facilitate lodging insurance claims for lost/damaged assets						
490	The system to maintain the audit trail of cost data to facilitate scrap sale						
491	The system to meet the requirement of asset impairment as per the accounting standards Accounting Standards applicable in India						
492	The system to facilitate adjustments whenever required. For example customs duty/ applicable duty on an asset need to be capitalized & depreciated in next period because of any litigation, legal requirements etc.						
493	The system to convert revenue and work in progress (WIP) expenditure to capital expenditure						
494	The system to reverse capitalized expenditures						
495	The system to record capital, revenue expenditure and capital WIP expenditures						
496	The system to capitalize revenue expenditure (if needed) and vice versa						
497	The system to integrate with maintenance application to keep track of work orders against assets and related expenditure						
498	The system to generate payment schedules for leased, hire purchased, rented assets and insurance payable						
499	The system to handle lease (both finance and operating lease) and hire purchase accounting & payments						
	<b>Depreciation</b>						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
500	The system to provide for accounting of impairment loss recognition in value of assets and its subsequent reversal if applicable						
501	The system to support multiple depreciation rates, schedules and terms for each asset; as per details below:						
	- As per companies Act						
	- As per Income Tax Act						
	- As per IFRS requirements ( as and when applicable)						
	- Compliance of Accounting standards						
502	The system to track asset values / schedules as per each of the above depreciation terms separately and individually including intangible assets if any.						
503	The system to support multiple depreciation methods for each of the depreciation terms:						
	• Straight-line						
	• Written-down Value						
	• Remaining Life						
504	The system to allow for multiple types/levels in grouping of assets						
505	The system to provide for specific depreciation						
	• Assets used in SEZ						
506	The system to provide for the flexibility of changing depreciation details as follows:						
	• Depreciation rate						
	• Depreciation method						
507	The system to allow for changing of depreciation details with retrospective effect in the current fiscal year						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
508	The system to automatically generate accounting entries for change in depreciation details giving period-wise break-up						
509	The system to post depreciation entries automatically based on calculated depreciation						
510	The system to provide a flexibility of allowing a specific depreciation start date, which may be different from the capitalization date or date placed in service. For example depreciation may start from the beginning of the period even if capitalization is mid-period						
511	The system to keep track of all changes to depreciation details for proper audit trail on monthly basis.						
512	The system to allow for limits on depreciation as per the rules.						
513	The system to allow for assets with a minimum value of Re 1						
514	The system to automatically stop computing depreciation for assets reaching zero-value or depreciation limit; but making them available in the system for tracking and maintenance						
515	The system to generate a comparison statement across different depreciation terms / schedules along with analysis of differences in the depreciation expense						
	<b>Asset Insurance</b>						
516	The system to provide data fields for recording the insurance policy details of the assets						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
517	The system to facilitate lodging of insurance claims for lost/damaged assets based on the status entered in the system						
518	The system to record and report on the status of various insurance claims made						
519	The system to prompt the due date for making insurance premiums						
520	Asset Issues and transfers						
521	The system to facilitate inter-location, inter-cost center or inter-company issues and transfers						
522	The system to facilitate Inter-location and inter-company transfers in two stage: Transfer-out; Transfer- in						
523	Asset Revaluation and Retirements						
524	The system to retire the assets partially or fully						
525	The system to perform upward or downward revaluation of asset						
526	The system to link revaluation to previously performed revaluations						
527	Physical inventory of assets						
528	The system to maintain tag exception entry and ability to conduct verification of assets based on asset category						
529	The system to integrate with the loans payable application to enable pledging of fixed asset tags as security against loans						
530	The system to periodically(as defined) generate list of assets (category wise) for physical verification						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
531	The system to allow the user to enter the results of physical verification						
532	The system to generate the variance report (physical vs actual)						
	<b>Asset Reports</b>						
533	The system to generate a comprehensive asset register						
534	The system to generate the asset register reporting to meet following requirement:						
	<ul style="list-style-type: none"> <li>• Reports available in summary form (with only financial details) and details form (with all asset master details)</li> </ul>						
	<ul style="list-style-type: none"> <li>• Flexibility in provision of reporting parameters while generating report.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Export the reports to excel sheet for slicing and dicing functions and useful analysis, MIS reporting and legal compliances.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Reporting of revaluation amount in case of assets are revalued</li> </ul>						
535	The system to generate 'Depreciation forecast:						
	<ul style="list-style-type: none"> <li>• Ageing of assets</li> </ul>						
	<ul style="list-style-type: none"> <li>• Insurance expiring reports</li> </ul>						
	<ul style="list-style-type: none"> <li>• AMC expiring reports</li> </ul>						
	<ul style="list-style-type: none"> <li>• Category wise fixed asset schedule</li> </ul>						
	<ul style="list-style-type: none"> <li>• Unit wise depreciation calculation as per various Acts</li> </ul>						
	<ul style="list-style-type: none"> <li>• Cost of asset</li> </ul>						
	<ul style="list-style-type: none"> <li>• Asset retirement/disposal reports</li> </ul>						
	<ul style="list-style-type: none"> <li>• Asset transfer reports</li> </ul>						
	<ul style="list-style-type: none"> <li>• List of Assets by location</li> </ul>						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<ul style="list-style-type: none"> <li>List of assets purchased/sold between dates</li> </ul>						
	<ul style="list-style-type: none"> <li>User defined reports</li> </ul>						
536	The system to generate comprehensive set of reports to perform the asset management functions effectively. For example, availability of the following reports:						
	- The system to report capital expenditure in a financial period / year						
	- The system to prepare a report on asset additions and deletions						
	<b>Costing</b>						
	<b>General</b>						
537	The system to support the costing and internal MIS reporting based on the financial data						
538	The system to support the creation of the following an entity:						
	<ul style="list-style-type: none"> <li>Cost centers</li> </ul>						
	<ul style="list-style-type: none"> <li>Profit centers</li> </ul>						
	<ul style="list-style-type: none"> <li>Cost Elements</li> </ul>						
	<ul style="list-style-type: none"> <li>Other Cost Objects (Price Proposal, Job Cost etc.)</li> </ul>						
539	The system to support the allocation of costs to the cost center/profit centers						
540	The system to provide for a cost & financial reconciliation at periodic intervals						
541	The system to define cost centers / units according to areas of responsibility						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
542	The system to define cost units where a cost unit is an analytical entity for which costs need to be collected (Example department wise, activity wise etc.)						
543	The system to maintain an effective and expiry dates for cost center / cost units						
544	The system to identify the person responsible for a cost center, profit center etc.						
545	The system to define the nature of costs example: deferred expense, non deferred expense, allocable etc.						
546	The system to provide for the cost unit information at the time of transaction entry						
547	The system to group the costs based on a certain predefined parameters						
548	The system to automatically calculate activity rate for activity cost element						
549	The system to generate cost elements automatically						
550	The system to add sub cost elements manually or automatically for better data capturing						
551	The system to establish a mapping between the cost element and GL Account						
552	The system to maintain separate mapping processes for different element types with cost centers / units						
553	The system to provide for standard rate definitions / calculations from budgets for activity elements						
554	The system to maintain multiple hierarchical structures for cost centers / units for cost aggregation and analysis						
555	The system to maintain "default" structure and "alternate" structure						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
556	The system to allocate costs among cost centers / units/ job codes etc.						
557	The system to apportion costs among cost centers / units/ job codes etc.						
558	The system to support partial allocation of cost center, cost element balances						
559	The system to define the base on which the costs will be allocated. The basis of cost allocation would be different for different types of expenses and the system should be capable of defining various types of cost allocation methods and calculating the allocated costs based on the predefined logic						
560	The system to change the basis of allocation of cost based on approval						
561	The system to specify allocation instructions for actuals, budgets separately or for both						
562	The system to enable allocation of cost from a range of cost elements in a cost center to target cost centers and cost elements						
563	The system to allocate cost center variances to cost center / units						
564	The system to allocate on the basis of quantity or value, actual or budgeted for the base element						
565	The system to support copying of allocation logic across periods						
566	The system to enable allocation postings to be done in general ledger						
567	The system to simulate the cost allocation						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
568	Ability of system to define and identify capital and revenue costs						
569	The system to support 'Activity Based Costing'						
570	The system to support 'Product Costing'						
571	The system to support 'Absorption Costing'						
572	The system to handle 'cost plus contracts'						
573	The system to provide a 'price proposal number' and map it to Job code						
574	The system to provide a division wise job code						
575	The system to have a Delegation of Authority level for providing cost concurrence						
576	The system to classify goods as per applicable tax						
	<b>Analysis and reporting</b>						
577	The system to drill down the cost report to the details of the transactions						
578	The system to provide variance analysis reporting (cost center variance, order variance)						
579	The system to report cost (estimated / planned / actual) for each cost unit						
580	The system to view the reports based on the various cost units defined						
581	The system to generate report on the cost category wise, area wise, division wise etc.						
582	The system to maintain allocation journal/details						
583	The system to perform analysis: by cost center/profit center etc.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
584	The system to support the preparation of cost sheet by cost center / unit						
585	The system to provide for WIP reporting						
586	The system to perform flexible budgeting – calculation and reporting						
587	The system to report transactions not incorporated into management accounting and controlling						
588	The system to generate profit centre wise P&L and Balance Sheet division wise, profit center wise						
589	The system to support Batch costing with variance statements						
590	The system to give error/warning messages once it exceeds predefined % of total budget						
591	The system to generate reports based on 'price proposal number'.						
592	The system to generate reports on inter division transfers.						
	<b>Foreign Service Account (FSA) Section</b>						
	<b>General</b>						
593	The system to be in compliance with all Indian tax laws. More specifically, ability to comply with tax deduction at source & tax collected at source with applicable taxes,.						
594	The system to define short forms (abbreviations) for the taxes.						
595	The system to maintain the period for which specific tax rate is applicable						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
596	The system to maintain various tax rates applicable to a specified type of income						
597	The system to maintain different tax rates for a tax depending upon location						
598	The system to comply with various schemes available for a tax depending upon location / type of tax payer / etc.						
599	The system to adapt to changes in taxation related statutes						
600	The system to generate report on various taxes in statutory formats						
601	The system to generate tax returns /challans in the format prescribed by the tax authorities						
602	The system to generate reports having the data flowing into statutory returns / challans.						
603	Ability of system to facilitate the taxation setup in the system in a flexible masters so that future changes in rates, introduction of new taxes does not require programming effort						
604	The system to facilitate minimal data entry during tax related transaction and most of the tax related data being defaulted from the master data						
605	The system to facilitate download of all tax related information in excel, PDF, .txt formats						
606	The system to facilitate a tax calendar containing the important due dates and providing due alerts and notifications						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
607	The system to generate report for the purchases made/services availed, tax amounts for the same, the amount of tax exempted etc. so as to meet specific reporting requirements like SEZ reporting						
608	Ability of the system to provide an option of taking taxes to a tax account or a proforma account for all types of taxes						
609	Ability of the system to flag transactions so that they can be reported periodically.						
610	Ability of the system to provide warning/information message on the type of taxes applicable to a particular transaction						
611	The system should be GST compliant						
	<b>Income Tax</b>						
612	Ability of the system to facilitate information required for Corporate Income tax and wealth tax return						
613	Ability of the system to generate statutory forms required for filing Corporate Income tax and wealth tax returns						
614	The system to recalculate tax amount as and when booked income changes						
615	The system to generate the details required for Form 3CD (Audit Certificate)						
616	The system to calculate Minimum Alternative Tax (MAT), capital gains tax, etc.						
617	The system to calculate depreciation as per the provisions of the Income tax Act, 1961						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
618	The system to calculate higher depreciation allowance under the Income Tax Act and rules framed thereunder						
619	The system to generate report for the TDS receivable and actual TDS to be received so as to assist in tax planning/ tax computation						
	The system should enable number of months instead of default of 12 months in income tax recovery						
	<b>Other Taxes</b>						
620	The system to calculate Stamp Duty						
	<b>Sales Co-ordination</b>						
621	The system to allow adjustments with the receipts against customer invoice						
622	The system to generate 'Daily Cash Collection Statement'						
	<b>Management Reporting</b>						
	<b>Budgeting – General</b>						
623	The system to do budgeting on user-definable periodic basis in any currency						
624	The system to integrate the corporate budgeting process with the budgeting and planning of individual units						
625	The system to automatically convert individual budgets into a common budgeting period						
626	The system to provide for budgeting at the lowest level and any consolidation of the levels						
627	The system to prepare budget, control and monitor at project sites						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
628	The system to prepare and track budget separately for each department						
629	The system to do automatic de-allocation of budget in case it is unused						
630	The system of system to provide for the following budgets:						
	• Revenue budgets for various income/ expense accounts						
	• Capital Expenditure budget						
631	The system to provide for "what-if" analysis with multiple options						
632	The system to provide the following features to aid in the budgeting process:						
	• Previous period actual (for more than one periods)						
	• Previous period budgets						
	• Copying of any previous budgets/actual with modification						
	• Historic trends extrapolated for the planning period						
	• Interface with spreadsheets						
	• Should allow for recording overheads budgets based on						
	• Cost centers						
	• Revenue heads						
633	The system should provide for recording the Capital Expenditure budget across the Corporate office other offices						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
634	The system to upload and download data with other office applications etc.						
635	The system to include quantity information (which affect the budget) in addition to financial data.						
636	The system to Budget for CO based mainly on admin expenses						
637	The system to notify the budgeting and planning due dates and calendars using automated workflow.						
638	The system to enter specific supporting details and workings for line items.						
639	The system to maintain adequate audit trails of master data and transaction data						
640	The system to support module based development and build. It should be scalable to add new users/user groups/plans/reporting hierarchy						
641	The system to allow easy upload of data in manual and batch modes						
642	The system to allow users to query the GL quickly and easily to allow for planning based on actuals						
643	The system to ensure central maintenance of all data, meta data and computation rules						
644	The system to enter the budgets for various account heads., once entered in the system be revised and can the system maintain revised versions for future reference						
645	The system to revise the budgets and maintain revised versions for future reference and track all the changes made to the budget like date of change the authorized person who changed it and with reason codes						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
646	The system to track of all the changes made to the budget like date of change the authorized person who changed it and with reason codes						
647	The system to prepare budget vs actual report						
648	The system to consolidate budget across company codes / companies and compare with actuals at user defined time intervals						
	<b>MIS Reports</b>						
649	The system to generate Trial balance at periodic intervals.						
650	The system to generate Profit/Loss Account & Balance sheet in accordance with Schedule III of the Companies Act						
651	The system to allow for generating financial statements at the following levels:						
	• Across Corporate office, Regional Office units						
	• Across Project units						
	• Across Cost Centers						
	• Across Profit Centers						
652	The system to generate the following data: Sales data, material consumption data, WIP data, FG data, Debtors data, Creditors data, Advances, Cash & Bank data, BG & LC data etc.						
653	Consolidation of data from various divisions						
654	The system to generate sales, expense & profit estimation						
655	The system to generate capital commitments and approved 'spill overs'						
656	The system of system to generate corporate inhouse reporting and data for MoU						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
657	The system to generate financial ratios and other data for Department of Public Enterprises						
658	The system should provide the facility of drawing bank reconciliation on weekly basis. The System should also allow authorized users to upload the bank statements and reconciliation statement on weekly basis						
659	The system should support upload of documents related to party such as registration details, signature , photograph , D&B report , etc.						
660	The system should provide the current date while printing cheques. The system should keep a record of authorization & printing dates in reference to cheque number						
661	The system should reflect the voucher in ledger only after payment is authorized or cheque is printed						
662	The system should provide a consolidated summary of salary credits, debits ,supplementary credits of all regional offices on monthly basis						
663	The system should provide alerts , status & summary in following cases:						
	· Refund of unutilized amount of non-refundable loan along with interest & penalty						
	· Non operative accounts for example no contribution credited in last 3 consecutive years						
	· Unclaimed balances						
	· Loan registers concerning the CPF						
	· Challans & reports pertaining to RPFC						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
664	The system should provide consolidated reports for refundable & non-refundable loans and final settlement cases for all regions with purposes and number of cases. Also consolidated reports for statutory compliance which includes statutory payments / filing of returns, submission / redemption of bonds.						

Commodity	Responses Table	
This section of Functional Requirements takes care of commodity trading requirements	Sup	Supported
	Cus	Customization
	3rd	Third Party
	Ns	Not Supported

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<b>Contract Management</b>						
1	The system should have workflow based functionality for creation of contracts with unique ID with the ability to specify type of contract, contract number, date, quantity, details of partner(s), location, budget, etc.						
2	The system should have workflow based functionality for creation of notices inviting tenders and other related notices. The request should result in a workflow which would move at least one level up for authorization and approval.						
3	The system should have the provision to generate tender notices, price circular other related notices for newspapers and publicity as per custom made or template available in the system, in word document, PDF or any other format desired by MMTC.						

4	The system should be integrated with the existing online Tendering System of MMTC.						
5	The system should be able to send automatic email invitation to participants for pre-bid and other bid related meeting.						
6	The System should have the provision for registration and/ or empanelment of partner(s), agencies, foreign agents, and suppliers etc. The details of empanelled agencies which are to be uploaded on the system include proposal, contract, bank guarantee etc.						
7	The System should have the provision to maintain/update records for various agencies empanelled or interested for empanelment.						
8	The system should have the provision to generate Letter of Intent/multiparty agreements from the template available in the system or customized agreement draft after inputting the details like as quantity of commodity, buyers details, port details, etc. besides the terms and condition of the contract.						
9	The system should provide an interface for prospective buyers/sellers for expressing/registering their interest for purchasing/selling, the commodity of their interest from/to MMTC.						
10	The system should have the ability to forward and process such expression of interest to the concerned Division/user of the MMTC. Based on the processing of such expression of interest, system should be updated with the details like quantity booked, future commitment of concerned RO, requirements related to reallocation of quota among ROs.						
11	The system should have the provision of reconciliation mechanism with the information provided by its suppliers for determining the stock of a commodity available for sale. For example supplier provides MMTC daily reports for the same. Reconciled information should be available to users in the system as near real time information.						
12	The system should provide authorized user a dashboard view of the prospective buyer based on the D&B reports, banker's certificate, and financials results, turnover details for previous years (atleast 2) to be keyed in the system or obtained electronically so that the financial standing of such buyers could be determined by MMTC.						
	<b>eTendering</b>						
13	The system should exchange data with present e tendering systems for tendering purposes						
	<b>Vendor Evaluation and Management</b>						



14	The system should rate vendors by parameters like: conformity to delivery schedules, compliance to quality standards, instances of short supplies, Pricing, documentation.						
15	The system should to rate vendors by qualitative parameters like: The system should to supply within short notice, Billing and company policy related errors, past performance, response for the quotation						
16	The system should allow blocking a vendor for further processing of any transaction if found to be not meeting the parameters						
17	The system should system to generate a report for supplier performance analysis based on the key evaluation parameter						
	<b>Sub-Contracting</b>						
18	The system should allow to create a sub-contract purchase order with vendors for services which can't be performed by MMTC						
19	The system should have the provision to record and issue material for sub-contract purchase order						
20	The system should have the provision to receive material which are sent to vendors for processing and receive in the stores						
21	The system should record movements(In and Out) of item through gate pass and record the declaration form(DF)						
22	The system should have the ability to receive services or items for a subcontract purchase order.						
	<b>Clearing &amp; Handling Agent</b>						
	The system to support following features for clearing and handling agent						
23	The system should be able to review the performance of the handling and clearing agent, sampler and other service provider based on key parameters						
24	The system should evaluate agents suppliers based on customized criteria (qualitative and quantitative) based on triggering the web survey on events (for e.g. triggering a web survey on shortage on parcels handled, time taken for loading vessel.						
25	The system should evaluate agents/service providers based on performance / criteria like time taken for delivery, shortages etc.						
26	The system should allow the agents to automatically receive the time schedule (with phased scheduled at different stages)						

27	The system should send stock position at different points like rail head, railway yard, jetty, port plot and provide details of stock at port classified as shippable and non-shippable, saleable and non-saleable, domestic stock, etc.						
28	The system should provide alerts for unloading for wagon, movement of cargo to port etc.						
29	The System should provide e-mail notification to handling agent						
30	The system should provide “alerts” to exceptions in the handling process – like delays, heavy shortage						
31	The system should support standard “follow-up” correspondence						
32	The system should provide details for issue of certificate showing quantity handled and amount payable after adjusting excess/ shortage						
33	The system should be able to rate handling agent by quantitative parameters like: conformity to delivery schedules, instances of short supplies, documentation.						
34	The system should track performance of sampler by comparing the load port results on analysis with the discharge port result Similar comparison to be made with the mine head result and the load port result						
35	The system should allow to generate reports for handling agent performance based on the key evaluation parameter						
	<b>Import Purchase</b>						
36	The system in case of imports, Preparation of PO in foreign currency, should create Import PO created based on “costing rules” defined in the system						
37	Components of Landed Cost such as Tax and Vendor bills (Bills from CHA etc.) to be included in PO when actualized.						
38	The system should allow issuance of Letter of Intent to party through system and record details in the system.						
39	The system should allow preparation of Import documents / standard formats for custom clearance on the system such as						
40	Customs Authority Letter duly signed by MM (authority letter to Clearing House Agent to clear the consignment on behalf of the Unit)						
41	The system should enable tracking of movement of imports (which port, country etc.)						

42	The system should allow to upload import documents received from vendor in the system to update status of items order as “ items shipped and en route / in transit”						
43	The system should allow to capture exchange rate information on the receipt						
44	The system should add landed cost of received imports to PO and convert value of the PO into INR						
45	The system should have the ability to prepare, communicate and consolidate periodic import schedule for consolidated purchase of import items.						
	<b>Sales Order Management</b>						
46	The system should be able to support different sales order type.						
47	The system should be able to support different sales order template for different types of sales order.						
48	The system should be able to limit access to certain fields (inclusive of viewing access) to only authorized users.						
49	The system should be able to have one touch access to customer master table for rapid setup of new customers, or to view information regarding existing customers.						
50	The system should be able to capture re-schedule date in the sales order and the reason code for re-scheduling.						
51	The system should be able to capture remarks in the sales order.						
52	The system should be able to capture customer part number and its associated internal part number in the sales order.						
53	The system should be able to provide automatic customer lookup based on a character search by customer name or account number including “sounds like” capability.						
54	The system should be able to automatically generate sales order number with suffix or prefix to denote sales order type.						
55	The system should be able to automatically display the customer contact and transaction information in the sales order once a customer has been specified in the sales order.						
56	The system should be able to specify ship to address on an item basis.						

57	The system should be able to specify a general ship to address and able to default the ship to address on the item level to general ship to address but allow sales to override the item level ship to location.						
58	The system should be able to default sales order date to the current system date.						
59	The system should be able to check for credit limit during sales order entry and alert Sales of orders that may exceed the credit limit. Able to set user-defined rules to allow the system to flag potential credit issues based on existing receivables, open orders and the current limit to determine actions required.						
60	The system should be able to capture different product items for a specific customer in a single part sales order.						
61	The system should be able to specify multiple delivery schedules for a particular product item in a sales order.						
62	The system should be able to hold a sales order with specification of hold reason.						
63	The system should be able to release a sales order from hold by an authorized user.						
64	The system should be able to ship partially against sales line items.						
65	The system should be able to force close a sales order by authorized user.						
66	The system should be able to reopen a closed sales order						
67	The system should be able to amend sales order.						
68	The system should be able to support consigned goods sales.						
69	The system should be able to interface to customer's web or third party service provider to receive the sales orders and update on expected delivery schedule.						
70	The system should be able to create one or multiple "standard orders" for a customer containing the products which the customer most commonly purchases. At order entry, these orders can be "brought in", eliminating the need to key in any standard information for the order.						
71	The system should be able to enter sales order by multiple channels.						
72	The system should be able to maintain of sales records online.						
73	The system should be able to generate standard quotation templates for preparing quotation.						

74	The system should be able to allow changes to existing quotation templates and generating new ones.						
75	The system should be able to generate checklist to facilitate the selection of information to prepare quotations.						
76	The system should provide view and print quotations prepared.						
77	The system should be able to generate analysis of the customers grading customers in terms of quantity and sales value						
78	The system should be able to provide applicable tax report and return on periodical basis						
	The system should be able to provide sales report quantity wise, party wise. Item wise, value wise, purchase data etc. The system to allow to enter the consignee name if the consignee is other than buyer						
	<b>Purchase Order Management</b>						
79	The system should to automatically convert Purchase Request (PR) into schedule lines for the materials that are procured through contracts or blanket Purchase Orders / multiple PR into 1 PO or 1 PR into multiple PO.						
80	The system should have a provision to link purchase orders with project number and <i>activinvety</i>						
81	The system should create of PO with reference to Contracts/ PRs						
82	The system should create PO's with different number series based on purchase type such as material type / department/source type etc.						
83	The system should automatically identify the MMTC specific terms and conditions, and allow to print them.						
84	The system should automatically identify import documentation requirements during purchase order processing and alerting the user to ensure compliance of import documentation.						
85	The system should classify procurement of services such as security, consultancy, transportation, travel, courier etc.						
86	The system should capture key information in the service purchase orders such as:						
87	Service category (security, consultancy, transportation etc.)						
88	Service commencement & completion dates						
89	Evaluation arrangements						

90	Support and supervision arrangement						
91	Taxation						
92	Financial Arrangement – Payment methods, penalty clauses and timing.						
93	The system should allow users to raise a PO on selected service provider						
94	The system should enable vendor acknowledgement of the PO receipt or delivery schedules through Portal and automatic updating of PO status in the system						
95	The system should provide dispatch schedule requirement to vendor						
96	The system should create sub-contract purchase orders (i.e. The system should send material(s) to vendor and receive finished goods from the vendor)						
97	The system should bind documents with digital-signatures from supplier						
98	The system should enable Suppliers to submit online change requests, which are automatically routed for buyer approval						
99	The system should provide purchase orders with header, line, shipment, and item details, along with related invoices and receipts						
100	The system should download PDF version of PO as per MMTC standard format						
101	The system should enable view purchase order history with revision details.						
102	The system should have a provision of system to view expiry date of PO and expected delivery date of item						
103	The system should not allow raising of PO in case of an expired rate contract						
104	The system should have the ability of following alert/notification:						
105	Auto generation of PO mail to vendor, Accounts and User Department						
106	Receive “confirmation / order acknowledgment” from vendor						
107	The system should generate Alerts to competent authority for approvals required on PO (as defined in the approval hierarchy)						
108	The system should Provide attachments as notes on requisition and Pos						
109	The system should forward all requisitions awaiting approval from one approver to an alternate approver. Within user security and approval constraints, user should be able to reroute requisitions from one approver to another whenever user want.						

110	The system should Check the rates and vendor details in the PO with Rate Contract						
111	The system on receipt of items, should prepare Cost Sheet (as per standard format) which mentions landed cost of item						
112	The system should have the capability to keep audit trail of original Purchase Order in case of amendments to Purchase Order.						
113	The system should save original PO after amendment / allow comparative view of amended and original PO						
114	The system should allow view of excess/shortfall receipts (overdue purchase)						
115	The system should enable the automatic creation of debit memos for rejections to Supplier transactions and Correct receiving transaction errors – purchase (RDA)						
116	The system should also have a provision for exceptions in case of deviation in respect of quality, quantity & time schedule						
	<b>Shipment Management</b>						
117	The system should provide a workflow based user interface for capturing and forwarding the information for assessing the wagon fitment/readiness for loading and after unloading the consignment. The parameters for assessing wagon fitment/readiness may include the size (length, breadth and height) of wagon, weight of wagon before loading and after loading, physical condition of wagon, tare and actual weight, volume of the consignment to be loaded and condition of wagon before loading the consignment and after unloading the consignment.						
118	The interface should also have an option to upload the relevant documents, receipts, images and reports etc. for such assessment.						
119	The system should provide a dashboard interface to capture and view status of Rake Movements with details such as GR & vehicle number, etc.						
120	The system to have a workflow based functionality to allow Corporate Office to initiate the execution of contract by identifying the contract id available in the system and forward it to concerned regional office for execution of contract.						

121	The system should provide a workflow based interface for capturing and updating the parameters related to Shipment Schedule, Vessel Nomination, NOR, daily port operation reports, assayer's report for quantity and quality etc., statement of facts, Bill of Lading, Owner's Bill, Fixture Note, LC opening, details of BG, PG, Bank etc.						
122	The system should provide a dashboard view for status of Rake Movements, Nomination of vessel, confirmation & receipts by bank, convergence of stock at port of shipment, Vessel Schedule, Actual Vessel movement (e.g. Anchoring, Sails off etc.), port operations discharge port activities and check list of documents prepared while unloading at the destination port etc.						
123	The system should provide a workflow based interface for generating indent for shipping division by capturing details e.g. laycan, quantity of commodity, name of the port. System should have a provision to generate output based on the approval of this indent by Shipping Division, in desired format. System should have a provision to forward such approved/accepted indent to Ministry of Shipping (TRANSCHART System) though email as an attachment. The System should provide a dashboard view for status of such indents.						
124	The system should have a provision to record checklist of documents for activities like pre and post shipment activities before it allows the next stage in a workflow to follow.						
125	The system should be integrated with MMTC email so that the automated email alerts are sent to concerned user about Rake Movements, Nomination of vessel, convergence of stock at port of shipment, Vessel Schedule, Actual Vessel movement, port operations etc.						
126	The system to generate alerts/notifications on dispatch and demurrage or quality problem						
127	The system should provide a reconciliation mechanism of payments done online and/or offline through banking channels and pending payment cases.						
128	The system to design and develop what if scenario for trading considering the global price fluctuation and discharge dates						



129	The system should provide a workflow based user interface for capturing and forwarding the information for assessing the lorry/truck fitment/readiness for loading and after unloading the consignment, inspection reports of consignment for weight, quantity and quality. The parameters for assessing wagon fitment/readiness may include the size (length, breadth and height) of lorry/truck, weight of truck before loading and after loading, physical condition of wagon, volume of the consignment to be loaded and condition of lorry/truck before and after loading the consignment and after unloading the consignment, to authorized user.						
130	The interface should also have option to upload the relevant documents, receipts, images, forms (such as C forms) and reports etc. for such assessment.						
131	The system should provide a dashboard interface to capture and view status of Lorry, Truck, barge, railway Wagon Movements.						
	<b>Associate Finance</b>						
132	The system should have the provision for incorporating the payments & receipts categorized as dispatch, demurrage, freight, brokerage, etc.						
133	The system should allow automatically raising debit and credit note for making or receiving payments. The system should incorporate necessary provisions for differential pricing.						
134	The system should have a provision that only relevant data (non zero balances) and selected data are viewed & printed.						
135	The system should allow following in respect of bank guarantee (BG):						
	· Categorize BG / LC as received or given as EMD, PBG with party details						
	· Linking BG /LC with specific contract ID, Contract value						
	· Providing timely alerts in case BG / LC is due for expiry						
	· Scheduled & adhoc reports for stock position, debtors & creditors, loan & advances, bills payable & receivables as per MMTC requirement The system should integrate with finance , banking channels for receipt of test payments of Rs 1 to vendors The system should restrict first time payment of Rs. 1 for a new vendor						

Specific Functional Requirements of Various Divisions							
	<b>Mineral Division - Iron Ore</b>						
136	MMTC supplies Iron ore sourced from NMDC to Japanese Steel Mills (JSMs) and POSCO, South Korea under the Long Term Agreement (LTA).						
137	The price mechanism for the supply of these ore for forthcoming Quarter of any financial year is based on the average moving index of the prices in the Platts index for 3 months from one month prior to commencement of the same Quarter for which price has to be calculated						
	Steps of Pricing Mechanism as follows:						
	a) Let Q <sub>1</sub> be Quarter preceding the Quarter for which price has to be calculated and Q <sub>2</sub> be the quarter for which price has to be calculated as per LTA. Let Prices of Q <sub>1</sub> and Q <sub>2</sub> be P <sub>1</sub> and P <sub>2</sub> respectively e.g. If Q <sub>2</sub> is July to Sept'14, then Q <sub>1</sub> will be Apr to June'14 of FY'2014-15						
	b) Take spot prices of Iron Ore Fines[ { IODEX Iron ore fines 62% Fe (\$/dmt)}, CFR China (Close/Midpoint) value in daily Platts report ] for 3 months from one month prior to commencement of next Qtr. i.e. if average price of Iron ore fines of Q <sub>2</sub> (July to Sept'14) has to be calculated then spot prices of Mar, April and May'14 will be taken.						
	c) Take average of the above spot prices of 3 months, this will be called Index Price (CFR) in PDMT. Let call it P						
	d) Take spot prices of freight charges (daily cape indices for route C5 to be taken from shipping division) for 3 months, one month prior to commencement of next Qtr. i.e. if average freight charge of Q <sub>2</sub> (July to Sept'14) has to be calculated then spot prices of freight charges for months of Mar, April and May'14 will be taken.						
	e) Take average of the above spot prices of freight charges, this will be called Freight Average in PWMT. Let call it F*.						
	f) Now, Freight Average in PDMT for Q <sub>2</sub> (Let call it F <sub>2</sub> ) will be calculated from Freight Average in PWMT as follows:						
	$F_2 = F^* / 0.92 = F_1 / (1.00 - 0.08)$ , taking Moisture as 8%						
	g) Derived FOB Price for Iron ore fines for Q <sub>2</sub> (Let call it P <sub>2</sub> ) will be calculated as follows:						

	$P_2 = (P - F_2)$						
	h) Change in Price of FOB Price of Iron ore fines (in %) of Q <sub>2</sub> wrt Q <sub>1</sub> (Let call it C <sub>21</sub> ) will be calculated as follows:						
	$C_{21} = \{(P_2 - P_1) / (P_1)\} * 100$						
	P <sub>1</sub> = FOB Price of Iron ore fines for Q <sub>1</sub>						
	P <sub>2</sub> = FOB Price of Iron ore fines for Q <sub>2</sub>						
	F <sub>1</sub> = Freight Average in PDMT for Q <sub>1</sub>						
	F <sub>2</sub> = Freight Average in PDMT for Q <sub>2</sub>						
	PWMT = Per wet metric tonne						
	PDMT = Per dry metric tonne						
	Q <sub>1</sub> = Quarter 1 <sup>st</sup>						
	Q <sub>2</sub> = Quarter 2 <sup>nd</sup>						
138	The system should have a provision to do Price Benchmarking in every quarter which is based on Index of Spot Prices for previous 3 months and is calculated one month prior to commencement of next Quarter.						
139	The system should also have a provision for manually inputting the spot prices of iron ore for the purpose of price benchmarking.						
140	The system should have a provision to link with the existing e tendering system for the domestic procurement of iron ore.						
141	The system should also have a provision for monitoring the dispatch and receipt of imported manganese ore.						
142	The system to convert the price (Platts index based) quote it in USD per dry metric tonne (PDMT) to price in USD per long tonne in respect of prices for JSMS.						
143	The system to generate and send email to the supplier and the buyers, the prices for the next/ forthcoming Quarter for their concurrence.						

144	On confirmation, the system to draw the MoA for price change to be signed by the supplier (NMDC) and the JSMs.						
	<b>Mineral Division - Chrome and Manganese</b>						
145	The system should have workflow based functionality for initiating and approval of Chrome producers & other meetings by specifying date, time agenda, attendees, location.						
146	The system should be able to send automatic email invitation to all participants once the meeting is finalized and approved by the concerned authority along with the agenda and attachments.						
147	The System should allow invitees to accept or decline the scheduled meeting using email based communication. The acceptance or the rejection of the invitation should be updated with the system available to Chrome and Manganese department.						
148	The System should allow Chrome and Manganese department to reschedule the meeting and intimate the participants						
149	The system to track meeting schedule and send reminders /notifications to participants						
150	The System should allow user to create minutes of meeting and circulate it to participants/intended recipients using automatic email intimation after approval from the concerned authority.						
151	The System should allow users to confirm/edit minutes circulated by the system and attach any document in reply if required.						
152	The System should have the provision to maintain the list of attendees' and attendance registers for meetings.						
153	The System should have the provision for sending alerts and reminders to individuals/departments requesting the meeting related documents and information before and after the meeting.						
154	The system should have a provision to keep track of the action items and updating the status of the action items.						
155	The system should have an ability to maintain repositories of documents related to Reserved Prices, Grade of Ore, Terms and Conditions, Rules and Regulations.						
156	The system to integrate with MMTCs website and intranet portal for circulars and publishing of annual reports						
157	The system should provide an interface for capturing/updating the Chrome price.						

158	The system should allow user to see the grade wise current price of the commodity and price trends for the period chosen by the user.						
159	The System should allow a user to search the document and information related to various activities mentioned above						
160	The system to generate Form H after receipt of the invoices from suppliers						
	<b>Coal &amp; Hydrocarbons</b>						
161	The system to perform shortlisting of suppliers based on the criteria for quantity, grade of coal, location of availability of coal.						
162	The system should have a provision to maintain the details of empanelled suppliers of other agencies like SAIL & RINL. Provision for uploading documents should also be available for such cases.						
163	The system should have a provision to record the details of Sales related phone calls/meetings conducted by MMTC employees with outside agencies. Details of such calls/meetings will include the target sales volume, name of outside agencies, and status of transaction, expected date of transaction etc.						
164	The System should provide a dashboard view to authorized user to search the status of such marketing initiative based on the input given by the user.						
165	The System should have the provision for registration and/ or empanelment of protective agents and agencies. The details of such empanelled agencies which are to be uploaded on the system may include proposal, contract, bank guarantee etc.						
166	The system to track daily status of stocks in warehouses/godowns.						
167	The system to provide status/details of bank guarantee furnished by successful bidder						
	The system should provide for entry of stock quantity, number of bags of a particular go down/warehouse with modification and deletion						
	<b>Steel</b>						
168	The system should provide an interface to authorized user key in site survey findings and attach related documents						
169	The system to generate status & summary of banking instruments submitted as contractual obligations						

170	The system to provide MIS reports for status stock position						
171	The system to provide MIS reports for status of stock in godowns and categorization of godowns as per MMTC requirement						
	The system should be able provide tariff rate for both bag basis and sq.ft basis, insurance charges, other charges like fumigation charges, stitching charges, Extra hour charges for a particular godown						
172	The system to generate delivery orders for stock in godowns as per MMTC requirement and allow modification						
173	The system should have the provision of reconciliation mechanism with the information provided by its subsidiary such as NINL for determining the stock of a commodity available for sale. For example NINL provides MMTC daily reports for the same <format and medium>. Reconciled information should be available to users in the system as near real time information.						
174	The system should have a provision to allocate the quota to various regional offices for the quantity of the commodities to be sold and provide a workflow based functionality for reallocation of such quotas among Ros.						
175	The system to provide e-auction/e tendering facility using relevant portals with required levels of authorization/approvals						
176	The system to generate invoices as per MMTC requirements						
	<b>General Trade</b>						
177	The system should receive online requests from any local buyer or supplier for the kind of assistance required						
178	The system should create a unique ID for each proposal accepted by MMTC						
179	The system should provide a summary of verification/scrutiny for any proposal considered by MMTC						
180	The system should provide details advance payments received by local buyer or supplier with details such as date, bank , DD number, etc.						
181	The system should be able to interface with e-tendering system for providing results of tendering						
182	The system to maintain a master database of buyers and suppliers with details of business realized with them						
	<b>Agro Products</b>						

183	The system to generate allocation letter, Purchase and tax invoices and their status						
184	The system to provide MIS reports on EMD, PDC and trading margin amounts for any proposal						
185	The system to enable attachments such as reports from independent surveyors in the approval workflow for discharge, sampling and delivery operations						
186	The system should have a provision to monitor the movement of rakes and the analysis report of the Wheat at loading station as well as point of receipt.						
187	The system should also have a provision for tracking the stock position vis a vis the vessel nomination, bulking, storage ,loss and sale of empty gunny bags/ PP bags.						
	<b>Fertilizers</b>						
188	The system should have the provision to upload the notification from external agencies (Ministry) for export of commodity						
189	The system to provide commodity wise status of Director General foreign Trade export license						
	<b>Non-ferrous metals</b>						
190	The system should have a workflow based functionality for approval of import and sale of the non-ferrous metals.						
191	The system should have the ability to send auto email notifications to concerned users at the time of status update of registration of contract with customs and time overruns.						
192	The system should have a robust inventory management system to keep track of NFM commodities stored across the warehouses of each RO						
193	The System should be able to near real time reports of stock levels of each NFM commodity in all warehouses						
194	The System should be able to automatically generate a consolidated weekly stock levels report for all NFM commodities across all warehouses on the first business day of each week						
195	The System should provide up to date information of value of stock incorporating the actual procurement cost, actual applicable tax component, godown, insurance and other costs incurred to date on storage and transfer of material						
196	The System should capture the following information for each item/commodity: Metal, Form/Shape, Size, Specifications/Grade/Quality, Brand, Origin, Age, Procurement Cost, applicable tax component, MMTCs Price, No. of pieces, Weight, Dimensions.						

197	The system should also capture the market valuation of material as given by Central Accounts						
198	The system should allocate a uniqueID to each product category. This code should be able to identify the base metal, form/shape, size and purity of the product.						
199	The web based system should allow read/write access as per the employee role across all locations						
200	The system should allow allocating a Unique code to each warehouse						
201	The system should capture details of each warehouse like Name, address, storage capacity, current utilization, lease expiry etc.						
202	The system should be able to track movements of stock between different ROs warehouses.						
	<b>Precious Metals</b>						
203	The system should provide an interface to the authorized user to place an indent for raw material in case of non-availability with the Precious Metal Marketing Division.						
204	The system should have workflow based functionality for the approval of the such indents raised by the Regional Offices.						
205	The system should be able to decide and alert the authorized user if the approved demand can be met or not from the stocks available with Precious Metals Division store						
206	The system should allow forwarding the request for required quantity to either the empanelled fabricator or in house manufacturing unit , in case the requested demand can be met with the stocks available at Precious metals store						
207	In case of requested demand cannot be met with the stocks available at Precious metals main store , the system should have a provision for forwarding such demand request for approval of competent authority for the supply of required quantity of raw material from OGL section. In such cases systems should have a provision for assigning the details like name of the Foreign suppliers, quantity requested, denomination, qualitative parameters/fineness of quantity to be purchased.						
208	The system should provide the functionality for forwarding & capturing the request for stock Assaying and hallmarking, once the fabrication is done.						
209	The system should have a provision for capturing various processes & workflow related to fabrication, Testing, assaying, hallmarking and packaging in full detail						
210	The system should have a provision to capture the loss in quantities during various steps of fabrication processes, items failed/rejected in testing/assaying & returned back .						



211	The system should have a provision for auto updation of Stock registers in all cases of movement of stocks from Precious Metals main store to fabricators, Assaying Unit, back to Marketing division & to the stock transfer Unit. Etc.						
212	The system should provide details of tested and discarded scrap in both denomination and the quantity in grams for the tested material.						
	<b>Retail Management System</b>						
213	The system should support Multiple Tax Reconciliation Options.						
214	The system should have the provision for maintaining Zone and/or Location Pricing						
215	The system should have the provision to Highlight Suspicious/high value Transactions						
216	The system should maintain customer purchase, profile and other information.						
217	The system should maintain details of external agencies involved in fabrication, hallmarking, testing and assaying.						
218	The system should provide item wise stock position of the Main vault and the Display unit (showroom) , for each location on All India Basis.						
219	The system should be able to generate statements of material sold with all necessary details and localized norms						
220	The system should have a configurable workflow for receiving and retuning back of material						
221	The system should have provision for stock counting, Inventory adjustment, etc. with very limited authority						
222	The system should provide the current status of stock for each location with a consolidated sales, stock , applicable tax summary						
223	The system should provide Summary of sales under different heads viz. cash, DD , cheque, credit cards, debit cards, MMTC loan schemes, gift card, etc						
224	The system should have the provision for handling maximum discount limit, special schemes and offers , discount in percentage terms etc.						
225	In case of insufficient funds, the system should not allow invoice to be generated (in cases of advance payments ) however allow adjustments to a limit as decided by the competent authority)						
226	The system should allow adjustments to a limit as decided by the competent authority						

227	The system should provide a check for Insurance before final stock transfer from the Precious Metals Main store to any regional office/showroom/customer						
228	The system should provide summary report on applicable duty paid material.						
229	The system should be able support verification / authentication feature through barcode for retail items						
	<b>Shipping</b>						
230	The system should be able to receive indents from other commodities						
231	The system should be able maintain a history of indents received by shipping division and provide adhoc reports based on the same.						
232	The system should create an indent ID with specific details such as commodity, port, etc.						
233	The system should generate details of indent received in a format as acceptable to Ministry of Shipping						
234	The system should be able to provide information received from Tranchart system against the indent ID						
235	The system should have workflow based functionality for approval of the new indents. The request should create a workflow which would move at least one level up for authorization and approval.						
236	The System should provide a dashboard view to authorized users for providing current status of communication received or sent to supplier/receiver, vessel agents , etc.						
237	The system should provide the status of port operations in dashboard view against the indent ID						
238	The system should provide status and scanned copy of all reports, documents, bills, etc. generated at load & discharge port against indent ID like NOR, draft survey, bill of lading, daily loading reports, Statement of facts , owners bills, fixture note, etc.						
239	The system should provide details of payment released against any indent ID						
240	The system should maintain a master database of supplier, receiver, vessel agents, suppliers agents, independent surveyors, vessel owners, etc. and details of business realized with them						
241	The system should be able to provide adhoc reports based on the data maintained in the system						
	<b>Bullion Trading System</b>						
	The system should provision for Interface with exchange like MCX , NCDEX, etc. for bullion trading						

	<b>Vendor Management – Information will originate from bullion centers and will be used by CBO</b>						
242	The system to allow management of customer details like profile, KYC details, etc. by authorized person at regional offices/ locations . The system should allow authorized users to upload scanned copy of documents furnished by the customer.						
243	The system should allow management of information related to supplier by authorized person at selected location						
	<b>Indenting</b>						
244	Allow the regional offices/locations to place request for quote to Central Bullion Office having details such as quantity, metal type, denomination, purity etc.						
245	Generate the standard request for obtaining quote						
246	Allow the Regional Office to place an indent as per the specified format based on the quantity of the bullion required.						
247	Location/regional office to generate the indent from the system and forward it to Corporate Office. The system should also capture indent and other relevant details and generate a certificate using the same, (as per the format specified by MMTC) with necessary authorization from location/regional offices. The indent and certificate should be forwarded to corporate office for further authorization and approval. The template for indent, certificate, orders , etc. should be centrally managed at corporate level.						
248	The system should allow updation of indent of specified quantities at the time of authorization; the system should allow MMTC to specify the upper and lower deviation limits on case to case basis and also globally.						
249	The system should capture Shipment details like AWB, consignment number, Bill of Entry, custom bond, customs duty paid etc. against the indent number						
250	System should allow the indented / shipment quantity in multiple lots						
251	System to allow multiple release orders for single indent						
252	<b>Price Fixation</b>						
253	Allow for capturing of request of Price Fixation details						
254	Allow to capture price fixation details along with Price fixing type like – SPOT/AM/PM/NYC/GTC/OCO / STOP LOSS /SILVER FIXING etc. etc.						

255	Allow the system to capture all relevant details such as quantity, purity, location, supplier and the price fixed against the same						
256	Allow for updation of price of gold after fixing the price of the gold						
257	Allow for updation of foreign exchange value after fixing the price.						
258	Allow for updation of value date						
259	Allow to capture supplier's invoice details						
	<b>Report Generation</b>						
260	Generate all the statutory reports required by the various departments like customs etc.						
261	Generate all the reports required by the MMTC like monthly filling reports for sales, purchases, stock transfers, input credit transactions, exempted sales, category tax rate-wise etc.,						
262	Generate the regular reconciliation report such as quantity reconciliation, trading account, Purchase and sale and various over important accounts						
263	Generate the reports for un-priced and physical stock for all locations categorized metal wise, location wise, supplier wise, etc.						
264	Report on age of stock with AWB and / bill of entry & bar numbers categorized metal wise, location wise, etc.						
265	The system should user to generate MIS reports from all possible combination of fields available						
266	The system should allow users to generate Price fixation reports - yet to be priced, reports on stop loss and GTC / Open orders						
	<b>Security Instrument</b>						
267	Allow for updation, view and search the details of Bank Guarantee given by the customer						
268	Allow for updation, view and search the details of SBLC given by the customer						
269	Allow for updation of metal value and forex rate for the calculation of notional value on a predefined period						
270	Allow for updation of various parameters required for the calculation of notional value like Trade Margin, Customs Duty, Bank Charges, Interest on Loan etc.						
271	Calculate the notional value based on the parameters defined for the calculation of notional value						
272	Allow for updation of details of the BG/SBLC like						

	<ul style="list-style-type: none"> <li>• Date of issue of BG/SBLC</li> <li>• Value of BG/SBLC</li> <li>• Name of the bank</li> <li>• Address</li> <li>• Validity of BG/SBLC</li> <li>• Expiry date of BG/SBLC etc.</li> </ul>						
273	Generate the alert at least 15 days before the expiry of BG/SBLC to the officer concerned						
274	Allow the transaction when there is sufficient and valid BG/SBLC by the customer is available with MMTC						
	<b>Cargo Handling</b>						
275	Allow for the updation of cargo shipment details						
276	Allow for updation of customs duty paid details.						
277	Allow for configuration of allocation of bullion for Export and Domestic consumption						
278	Be flexible enough to change the allocation of bullion for export and domestic consumption at any given point of time						
	The system should have provision regarding quality of cargo for a particular commodity as per MMTC requirements						
	The system should provide for incorporation of penalty and premium clauses for quality of cargo The system to generate final invoice based on actual lifted quantity and quality of cargo						
	<b>Receipt of Goods</b>						
279	Allow for updation of details of the goods like the bill of material, AWB, batch number, serial number, quantity, etc.						
280	Shall update the stock register automatically						
281	Shall generate the CIP remittance receipt						
282	Generate the bullion receipt						
	<b>Contract for Sale</b>						
283	Generate the contract for sale with the details like name of the customer, scheme, quantity wanted, serial number etc.						

284	Link the contract with bullion receipt						
285	Support for the various schemes offered by the MMTC. The generally offered schemes are						
	• Out right basis : against 100% value collection						
	• Loan Basis : against BG/cash/FDRLC/SBLC for a value of 110% of notional value						
	• Buyers Credit Basis: loan upto 90 days from the AWB date						
	• Supplier Credit Basis : against the funds kept in FDR						
	• Standby Letter of Credit : against SBLC a log of 180 days allowed						
286	Monitor all the security instruments submitted by the customer and generate the alerts when the value of sale exceed the security value						
	<b>Financial</b>						
287	Allow for updation of remittance details						
288	Allow for calculation of interest on loan in respect of extended value dates, SBLC etc						
289	Allow of updation of different types of interests – Pre and Post fixing period interest						
290	Allow for updation of different types of taxes that are applicable						
291	Generate the sales invoice and make the entry in the registers concerned						
292	Allow for release of security instrument if any is in excess						
293	Allow for calculation of excess amount and generate the report for return of amount to the customer						
294	Allow for de-bonding of the Bank Guarantee once payment is received from the customer Allow for accounting of FDRs						

Human Resource & Payroll Requirements	Responses Table	
This section of Functional Requirements takes care of the Human Resource & payroll requirements	Sup	Supported
	Cus	Customization
	3rd	Third Party
	Ns	Not Supported

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<b>General Specifications for Personnel</b>						
	<b>Master Files</b>						
1	The system should include all the master data, configuration and rules that enable Personnel and HRD transactions in the application						
2	The system should allow management of Corporate, Region and Sub Region location masters						
3	The system to capture all the Location details of offices (operative and administrative) such as location name, address, phone number etc. office demographics, planning information (sanctioned and working strength) against each post.						
4	The system to provide for Holiday master that helps in managing Holiday details such as Holiday date, holiday description etc. Holiday lists can thus be maintained for different locations and regions if the holidays differ						
5	The system to allow Competent Authority (workflow rules) master that helps in assigning the appointing authority, leave sanctioning authority and immediate supervisor so as to manage the HR processes workflow						
6	The system to allow different document templates that are used in different HR Modules across the software.						
7	The system to allow Access control master that manages the authorization for various processes based on the cadre, location, process etc.						
8	The system to allow Organization Management Master that manages the organization hierarchy immediate supervisor and reportees for every employee. This will help drive workflow for employee and manager self service						
9	The system to provision for Training Configuration Master that manages the list of all the training centres with the details of number of classrooms, computers, capacity etc.						
	<b>Functional</b>						
10	The System should define the organizational structure providing details of employees, Department wise, Location wise						

11	The system should provide details of all employees which includes departments, categories, designations, grade wise etc. at each location						
12	The system should be able to provide organizational positions and multiple reporting relationships and integrate with the respective employee data						
13	The system should be able to create various department and location wise						
14	The system should provide access or restrict making changes in the Organization Structure to authorized persons only						
15	The system should enable role based access and also integrate with work flow and approvals						
16	The system should retain historical data						
17	The System should maintain list of RTIs received with their replies and provide alerts for the stipulated time frame						
18	The System should integrate with intranet portal for promulgation, updation/ introduction of new rules and revised MMTC Rules/ Schemes for employees						
19	The system should maintain a library of interactions/ meetings with MMTC Officers/ Staff Federation/ Unions and replies to MMTC Public/ Employees Grievance						
	<b>Recruitment Process</b>						
20	The system should have a provision to define locations and cost centers (Division, Section, Office etc.) by authorized personnel						
21	The system should have the ability for creation and modification of departments/ cells/ organization units for MMTC						
22	The system should have the provision for creation/deletion and maintenance of positions for both employees and contract staff						
23	The system should have the ability for maintaining relationship such as 'Head of the department', "reports to' etc.						
24	The system should have the ability to generate organizational assignment reports						
25	The system should have the provision for following reports which are essential and reporting requirements are not limited to the listed reports:-						
26	Department /Organization Unit Counts						



27	Count of Occupied Position						
28	Count of vacant / unoccupied position						
29	Job Description report						
30	Obsolete position report						
31	The system should have the ability to map MMTC Organizational Structure						
32	The system should have the ability to establish hierarchical relationships between the different departments/ offices						
33	The system should have the ability to change command & control hierarchies so necessitated in future						
34	The system should be able to show the vacancy position in the corporate / region with drill down feature up to the field level unit						
35	The system should be able to view the vacancy position in different views to meet the recruitment authority requirements like sub department wise, function wise, cadre wise, etc.						
36	The system should allow regional/ sub-regional offices to design the resource requirement plan						
37	The system should allow the regional/ sub-regional Offices to post the resource requirement plan to MMTC CO						
38	The system should consolidate the resource requirement plan at MMTC CO						
39	The system should allow competent authority to finalize the recruitment plan						
40	The system should generate the office orders to respective authorities responsible for recruitment to specific post						
41	The system should provide a system to maintain vacancy posts. The system shall support creation, modification and deletion options. The system should support for Indian government /PSU Roaster						
42	The system should allow fitment of Employee to a Post. This will be a support exercise to facilitate HR activities related to allocations, transfers and promotions						
	<b>General Specification for HRM</b>						
43	Add Employee in HR database						

44	The system should have definition of all sub departments of organization						
45	The system should have definition of multiple locations under various sub departments.						
46	The system should have mapping of employee to his cadre						
47	The system should allow grouping of employees on functional basis						
48	The system should have definition of multiple grades to set as many pay scales as necessary.						
49	The system should have definition of multiple designations						
50	The system should enable compilation of employee numbers by cadre /function / designation band at any given time.						
51	The system should allow to redefine various definition mentioned above in case of restructuring						
52	The system should generate unique Employee code. Existing CPF no./PRAN No. may be used as a unique employee code.						
53	The system should allow editing of the employee's master data fields by competent authority.						
54	The system should be able to maintain and retrieve employee records for employee skill sets, qualification, training attendance, seniority, etc.						
55	The system should be able to define Employee Salary definition with Basic, HRA, DA & other allowances, Leave Encashment definitions, Provident Fund details,						
56	The system should be able to identify employees by name, part of name, employee ID, job position, organization						
57	The system should be able to track the historical record of employees from the date of joining to the current date including ACRs						
58	The system should have the provision of maintaining the following minimum employee information:						
	Employee number						
	Employee name						
	Address (Present and permanent)						
	Phone number, mobile number, e-mail ID, etc,						

	Gender						
	Mobile number of the employee						
	Marital status						
	Details of children						
	Academic Qualifications						
	Professional qualifications						
	Designation						
	Date of birth						
<b>59</b>	The system should have the provision of capturing previous experience capturing and information not limiting to:						
	Names of agencies/organization						
	Tenure (from - to)						
	Role						
<b>60</b>	The system should capture details for trainings or courses undergone before joining						
<b>61</b>	The system should be able to maintain single model database capturing all personal and job related data of all kind of employees permanent/contractual/ on deputation or ex-employees retired on superannuation, voluntarily retired, resigned, dismissed, opted for pension etc.						
<b>62</b>	The system should have a provision to generate unique identification number for each employee						
<b>63</b>	The system should have the Flexibility of additionally capturing any information relating to employee at a later date.						
<b>64</b>	The system should have the Capability of retaining the data structure and format						
<b>65</b>	The system should have the capability to maintain concurrent jobs for employees with additional responsibilities/special duties in addition to regular responsibilities.						
<b>66</b>	The system should have a provision for Service history retention						
<b>67</b>	The system should have an ability to change retirement dates, etc. as and when policy changes are effected						

	The system should capture increments to employees grade wise and automatically updated year on year						
	<b>Modify Human Resource Record</b>						
68	The system should allow to change the cadre/ designation/ pay scale/ reporting structure of the employee after getting promoted or demoted by authorized personnel						
69	The system should able to change the role of the employee ( Promotions)						
70	The system should be able to show the vacancy position in the state that can be filled by promotion, with drill down feature up to the field unit level						
71	The system should be able to record the retirement date of the employee and update HR record accordingly						
72	The system should be able to record suspension, termination & retirement of the employee						
73	The system should be able to freeze all the rights of the suspended, terminated & retired employee						
	<b>Transfer and Postings</b>						
74	The System should provide alerts for the name of the officials that are due for transfer						
75	The system to provide present place of posting , position and system should also provide no. of years' experience						
76	The system should generate new place of posting as per organizational policy						
77	The system should provide details of charges to be handed over						
78	The system should be able to view the vacancy position in different views to meet the transfer authority requirements like sub department wise, function wise cadre wise, etc.						
79	The system should avail sorted list of employees on parameters like - number of years in current location, number of years served in organization and place of postings, training programs successfully completed, Annual Confidential Reports						
80	The system should be able to show the list of employees with specific skill set to assist the transfer process.						
81	The system should allow transfer authorities to define rules for transfer						

82	The system should be able to show the transfer request posted by the employee to competent transferring authority						
83	The system should update the resource allocation after joining of employee at the transferred location						
84	The system should be able to show the list of employees who has not joined offices even after release of transfer order						
85	The system should maintain complete history of employee transfers since recruitment						
86	The system should maintain records of transfer, identification of vacancies and issue of transfer orders based on the recommendations received from the respective specialist departments and approval of the competent authority is obtained						
87	The system should be able to record the transfer orders cancelled/ deferred/ modified and follow up with the respective office						
88	The system should capture details of officers on deputation to outside agencies or organizations with depute organization details.						
89	The system should generate relieving letters on transfer or postings						
	<b>Promotion</b>						
90	The System should provide name of the officials, posting profile and promotion records						
91	The system should provide access to Vigilance report and 5 years ACR of the candidate to authorized users						
92	The system should capture status of the promotion process						
93	The system should have the ability to define grade advancements within departments across all offices						
94	The system should be able to upload promotion list and print Promotion Letters of candidates found suitable for promotion						
95	The system should support prospective/wait listed promotions						
96	The system should be able to release promotion only on reporting at new place in case of officer getting transferred on promotion and generate periodical detailed report on non-reporting						
97	The system should be able to do salary fitment on promotion						

98	The system should have the capability to handle Back Dated promotions with respective promotion policy						
99	The System should facilitate to view Vigilance profile of each employee and customized MIS report to be generated employee-wise. The vigilance profile must also contain fields to identify major and minor penalties awarded in chronology and should identify the disciplinary action initiated on administrative ground or vigilance ground.						
100	The system should capture the departmental promotion committee formulation & procedures in case of promotions and appraisals						
	<b>Seniority</b>						
101	The System should be able to record the seniority of the employee as per the rules and regulations						
102	The system to provide Date of Birth, Date of Appointment in MMTC.						
103	The system should provide Date of appointment and Date of confirmation ( in present grade)						
104	The system should provide place of posting and remarks column						
	<b>Manage Service Book/ Employee Record</b>						
105	The system should be able to show the component view of the Service Book like personal static information, service details, performance appraisals etc.						
106	The system should allow posting of the ACR from reporting officers						
107	The system should be able to register the feedback from senior officers as well						
108	The system should allow defining the timelines for performance appraisal						
109	The system should show the delay in ACR process to HoDs						
110	The system should accept the request from employees for changing the incorrect information in service book						
111	The system should allow competent authority to update the information after taking necessary approval						
112	The system should allow to track the requests for any updates						
113	The system should allow HoDs to send the group message to employees on their performances						

114	the system should have the capability to maintain service files documents in scanned form including Date of Birth, domicile, SC/ST certificate, Bonds, if any, executed, disciplinary cases details, photograph etc.						
115	The system should have the capability to track the physical location of the service file by recording the file number and place where it is kept						
	<b>Self Service for Employee</b>						
116	The system should allow employee to access his personal & professional records						
117	The system should be able to display the pay slip on demand						
118	The system should allow employee to print the pay slip						
119	The system should show various training programs scheduled across the department						
120	The system should allow to perform all the training related task listed in training sub module						
121	The system should allow to manage the dashboard view of critical activities						
122	The system should be single point access for accessing all the functions and features of the system						
123	The system should have the capability to empower employees to enter the data/view/edit pre-defined data on self for e.g. updation of personal records like details, marital status, record/change nomination etc. and leave balance, leave status (Cannot be modified), Salary details, liabilities, declare investments for IT returns, Property returns, Lease data, Medical & Entertainment etc.						
124	The system should have the capability to provide links to the important items hosted in various in-house websites/ intranet e.g. important circulars/ instructions/ policy documents etc.						
125	The system should provide access to staff training information						
126	The system should enable managers to review staff training history						
127	. The system should give managers the ability to create and save their own custom reports						
128	The system should allow managers to view their direct reports as well as drill down to lower levels under their area of responsibility						
	<b>Personal Details</b>						

<b>129</b>	The System should allow to record, update and manage the following:						
	Employee basic information						
	Grade and Pay related particulars						
	Service Record						
	Loans & Advances						
	Appraisal information						
	Skills & Training						
	Leave information						
	Perquisites & eligibility information						
	Actions initiated information						
	<b>Leave Management</b>						
<b>130</b>	The system should have a provision for Leave crediting system to update leave accruals as per organizations policy						
<b>131</b>	The system should be able to provide facility to award and maintain different types of leave to MMTC employee as per the grade and eligibility criteria						
<b>132</b>	The System should support workflow with authorized Officer crediting leave to employees depending on their grades.						
<b>133</b>	The system should provide a facility for Authorizing Officer to review the credited leave records and endorse. Shall also be in a position to authenticate, confirm or reject and update specific/ set of leave credit depending on the requirements by the authorizing officer						
<b>134</b>	The system should provide an interface with Attendance and payroll system to take care of consumption of leave and update records accordingly						
<b>135</b>	The system should provide a workflow based Leave Operation system. Any employee of MMTC shall be in a position to apply for his/her leave option through their log ins						
<b>136</b>	The system should allow leave requirements to be initiated and forwarded to his/her superior for sanction and approval and shall get a feedback whether leave has been approved, rejected or conditional etc.						



137	The system should allow approving authority to approve the leave after checking eligibility and availability. Approval shall be sent by way of sanction order with appropriate comments						
138	The system should have the provision of specifying the type of leave, leave with strictures like half pay, loss of pay etc. in the sanction order, depending on the eligibility and availability.						
139	The system to update the sanctioned leave in the leave records and wherever wages/pay is involved, it shall interface with the payroll system. It shall also update the employee's service record						
140	The system should allow MMTC employees to submit "joining Report" for resuming their offices wherever, prescribed for such requirements.						
141	The system should have the capability to credit leave balances through an accrual process in the system automatically based on user defined criteria						
142	The system should have the capability to maintain local holidays and integrate with the leave management						
143	The system should be capable of record keeping and maintenance of historical data						
144	The system should have the capability to integrate with pay-roll module for calculation and recovery of loss of pay etc.						
145	The system should have the capability to provide the Section-in charge consolidated status of present/absent employees working under him/her.						
146	The system should have the ability for online approval/rejection of leave						
147	The system should have the provision for sending notification to the staff with status of approval or rejection						
	<b>Attendance</b>						
148	The system should have the provision for maintaining calendar of working days and holidays						
149	The system to record attendance of employees using time office ( Bio Metric)						
150	The system should allow the facility to transcribe the paper attendance records into a system or interface						

151	The system should allow the facility to reconcile attendance data with leave application, time off, on duty travel, etc. to be facilitated						
152	The system should provide interface to payroll and employee service record wherever necessary						
153	The system should provide alerts pertaining to attendance records to the reporting officer						
154	The system should generate reports on absentee employees and alert the associated functions like payroll, cash etc.						
	<b>Central Provident Fund (CPF)</b>						
155	The system should allow to open CPF accounts for individual employees						
156	The system should be able to record contributions to CPF, including allowable changes						
157	The system should be able to carry out interest / depreciation calculations as per applicable norms such as IND-AS etc.						
158	The system should be able to perform post interest transactions						
159	The system should have the facility to provide loans from CPF accumulations						
160	The system should be able to maintain information on loan applications including approval / rejection, disbursement and recoveries						
161	The system should be able to advice payroll for all type of recoveries and maintain information on recoveries made						
162	The system should provide employees a query facility on their CPF accounts, inclusive of loans and recoveries						
163	The system should have the ability to modify recovery amounts and patterns, any time, any number of times						
164	The system should be able to generate hard copy, print outs of statutory registers based on the information maintained in the system						
165	The system should support pre-Closure of CPF refundable loans and should be able to calculate interest till such period						
166	The system should have a facility of showing decreasing number of EMIs for refundable loan, which can maximum go up to 36 instalments as per MMTC policy						

167	For withdrawal of non-refundable advance by an employee from his contributions towards CPF, System should have provisions to accept refund of the unutilized CPF amount by the employee.						
168	The system should be able to calculate Voluntary PF deduction of employees and advise payroll for such deductions from basic & DA on percentage basis						
169	The system should provide scheduled & adhoc reports such as total funds available with the CPF trust, details of investments made, maturity details of investments, etc.						
170	The system should be able to link PF data with details of employee retirements. The system should provide fund requirement position in advance for 10 years so that investments can be planned accordingly by CPF Section, on monthly basis.						
171	The system should have a facility to upload scanned copy of minutes of CPF trust meetings on yearly basis						
172	The system should generate all orders for refundable and non-refundable advance to be generated by the system with a validity period of 15 days or one month. System should provide alert for concerned division about non-utilization of Office Order issued and same should be blocked till further extension is given.						
173	The System should be able to generate report regarding refundable loan sanctioned during particular month, details of outstanding refundable loans with interest						
	Group Insurance Scheme						
175	The System should generate report regarding number of employees covered as per category, date of joining and date of birth and sum assured for each category as per policy						
176	The System should provide email or SMS based alert for renewal of policy one month in advance.						
177	The System should generate scheduled & adhoc report on cases settled on yearly basis and claim amount disbursed						
178	The System should provide alert to payroll about deduction of premium from salary of individuals as per the category						
	Employees' Deposit-Linked Insurance Scheme (EDLI)						

180	The system should be able to generate report with details of employees regarding date of joining, date of birth etc.						
181	The System should provide email or SMS based alert for renewal of policy one month in advance						
182	The System should generate scheduled & adhoc report on cases settled on yearly basis and claim amount disbursed						
	<b>Loans</b>						
183	The system should be able to maintain the types of loans as per the eligibility, along with limits for such loans for each category of employees.						
184	The system should have a provision of maintaining loan application, approval and disbursement information, such information can be submitted either by forms or data entry						
185	The system should have a provision to define a record schedule for the loan						
186	The system should allow advice recovery to payroll each month						
187	The system should allow to record details of references made by payroll for each employee						
188	The system should have the facility to suspend or modify the record schedule for any given loan, including reversals of any wrong recoveries that have been made						
189	The system should be able to provide information at any time to MMTC internal departments to facilitate loan management activities						
190	Individual employees to get information on loans that they are eligible loans analysed by them and status of recoveries of such availed loans as on any given day						
191	Facility to generate hard copy, printouts of statutory registers, brief details						
192	Provide upload facility for the scanned copies of the documents associated for any given loan						
193	Provision to calculate Penalties / penal finance charges						
194	The system should support pre-Closure of loans and should be able to calculate interest till such period						
195	The system should have a facility of showing decreasing number of EMIs loan, including House Building Advance.						

196	The system should provide the upper limits of loan amount for employees based on cadre & type of loan						
197	The System should be able to generate report regarding loan sanctioned during particular month, details of outstanding loans with interest						
198	All orders for all loans/ advances should be generated by system. Orders in case of car advance, HBA, Gold advance should have a validity of one month and the system should be able to issue alert in case of non- utilization of such loans.						
199	In case of HBA, the system should provide alert where advance is availed by employee but required documents not submitted to the division and for cases of advance for repairs and renovation if availed earlier. The system should also the facility to upload scanned copies of property documents						
200	In case of car advance, the system should provide alerts to be given in case of non-submission of required documents. Facility to upload scanned copies of documents.						
	Holiday Homes						
202	The system should provide the facility for generating Allotment letter for holiday homes						
203	The system should record all expenses related to holiday homes and perquisite tax to be booked into the account of individuals/employees who have availed such facilities at the end of each year under the head 3% perks						
204	The system should generate scheduled & adhoc reports about availability of Holiday homes as per Zones(East, West North and South) and total expenses incurred						
	Meal Vouchers						
206	The System should provide alert to concerned division about meal vouchers to be purchased for each individual/employee						
207	The system should provide alert on expiry of agreement in advance along with the facility to upload scanned copy of agreement. The payments to the vendors/agencies should be released from the system itself						
	Canteen Subsidy						
209	The system should book all expenses related to canteen into account of individuals under 3% perks, wherever such facility is available						

	<b>Miscellaneous</b>						
<b>211</b>	The system should also have the provisions for recording details of fund under following heads as per MMTC policy:						
<b>212</b>	Service award on completion of 15 and 30 years of service.						
<b>213</b>	Disbursement of Diwali/new year gift to eligible employees from 3% perks.						
<b>214</b>	Disbursement of ex-gratia.						
<b>215</b>	Employee family benefit scheme.						
<b>216</b>	Eps-95- details of cases forwarded to rpfc and details of cases returned by rpfc with reasons.						
<b>217</b>	Funeral expenses						
	The system to provide report on amount recoverable from employees in next 12 months						
	<b>Travel</b>						
<b>218</b>	The System should provide application of official travel plans						
<b>219</b>	The System should facilitate application/approval/rejection of travel plan to the reporting officer						
<b>220</b>	The system should be able to record advances paid towards an approved travel for any employee						
<b>221</b>	The system should keep record of travel and travel related expenses as applicable and / or approved for the given trip. The location, duration and purpose of trip including authorization of appropriate authority						
<b>222</b>	The system should be able to calculate refunds or payables for a given trip and also keep information regarding refunds / reimbursements made by / to employee						
<b>223</b>	The system should be able to generate report to recover unsettled travel						
<b>224</b>	The system should be able to provide facilities for travel related to transfers and promotions						
<b>225</b>	The system should allow for recording travel arrangements booked against each travel requisition						
<b>226</b>	The system should automatically account for the travel expense report after approval						

227	The system should be integrated with Cost centers for recording travel related expenses against the Cost center						
228	The system should allow for final settlement of a travel (i.e. adjusting against any advance)						
	<b>LTC</b>						
229	The system should provide application of LTC plans						
230	The system should facilitate application/approval/rejection of LTC plan to the reporting officer						
231	The system should allow to maintain basic eligibility criteria for approval of LTC by category of employee						
232	The system should allow to record details of individual LTC facilities availed in the past for each employee						
233	The system should allow to maintain details of advance taken towards LTC and settlement of LTC related accounts after completion of the travel						
234	The system should have the facilities to block en masse or at an individual level the LTC benefit as a result of Governmental policies, suspension of individuals etc.						
235	The system should provide interface to payments/recoveries and generate comprehensive MIS						
	<b>Medical reimbursement</b>						
236	The system should be able to maintain records for medical benefit for each employee including retired employees and allow user to search based on employee ID						
237	The System should record claims information with mode option like cash, reimbursement ,etc.						
238	The system should allow process & modification for payments, including advances where applicable						
239	The system should handle Maintenance of list of empanelled hospitals having tie up for the purpose of direct settlement facility with the corporation – with tie-up (including contact person, address, contact number/fax) details, schedule of charges etc.						
240	The system to allow integration with Admin approvals, payroll and Finance						

241	The system should allow user to take reports based on various search /sorting criteria's such as employee wise, hospitalization expenses or OPD expenses showing bifurcations, etc.						
242	The system should provide alerts based on business rules on tax exemptions for employees / hospitals						
243	The system should provide alert and summary record for an employee in case of transfer, resignation and retirement.						
244	The system should provide employee and hospitalization details on the voucher						
	<b>MIS</b>						
245	The system should have the capability to generate reports across all modules, which shall be consolidated and concise, could work as an effective tool for leadership for decision making						
246	The system should have the capability to generate Staff Strength unit wise, group wise, age wise, qualification wise, administrative office/branch wise, circle wise, sub circle scale wise, permanent/ contract wise, stream wise etc.						
247	The system should have the capability to provides user-friendly, multi-dimensional analysis and information on real-time / updated basis						
248	The system should have the capability to provide/display data in tabular form / text form /graphical form						
	<b>Exit and Retirement</b>						
249	The system should be able to identify the reason of exit e.g. retirement/compulsory retirement/voluntary retirement/death/resignation/dismissal etc.						
250	The system should have the ability to process the voluntary retirement application as per the rules defined for the particular scheme						
251	The system should have the capability to generate retirement notice to concerned departments and retirement proposal at least 3 months in advance in case of superannuation for sanction. For other type of retirement/exit as soon as the papers are submitted/ on-line request is received.						



252	The system should capability to initiate the process for making payment of the retirement benefits and sanction pension as per applicable rules						
253	The system should have the Ability to analyse data relating to exits/retirements						
254	The system should have the ability to conduct on-line near real time exit interviews and record observations/comments of the authority.						
255	The System should be able to calculate Gratuity of employee exiting due to superannuation/VRS/CRS/ Death/resignation/dismissal etc.						
256	The system should be able to calculate Long Service Award as per MMTC policy and rules						
257	The System should give alert to A&E Section, CPF Section, Administration Section and Vigilance Section about retiring employees three month in advance						
	<b>Parliament Unit</b>						
258	The System should provide field for entering a question						
259	The system to provide an alert to all sections upon entry of the question						
260	The system to provide access to upload the answers						
261	The system should provide "search of key words" to retrieve archived records						
262	The system to archive all records pertaining to this section						
	<b>Right to Information (RTI)</b>						
263	The System should support recording, forwarding and tracking of RTI queries as per the RTI Act						
264	The System should support escalations if RTI queries are not answered within specified timeframes						
265	The system should support billing, collecting and accounting of RTI related fees						
	<b>Design Training Calendar</b>						
266	The system should be able to show the skill sets available in MMTC with drill down feature						
267	The system should be able to view the competencies of the employee in different views like sub department wise, function wise						
268	The system should allow departments to design the training plan						
269	The system should allow the department to create & post the training plan/orders						
270	The system should consolidate the training plan and show training catalogue including all						

	trainings						
271	The system should allow scrutiny/modification/addition of trainings in training plan by training sponsor						
272	The system should allow competent authority to finalize the training plan						
273	The system should generate the office orders to respective training institutes with details						
274	The system should be able to maintain master list of training agencies and details of training conducted						
	<b>Internal Training</b>						
275	The system to gather training needs from division heads/HOD's						
276	The system to create an Annual training plan and system should send a notification to the approving authority						
277	The system to approve/reject/change program by the approving authority						
278	The system of system to notify program coordinator once the Annual training plan is approved/rejected/changed						
279	The system to raise a requisition for training program and a notification should be sent to the approving authority						
280	The system to create/modify/delete training program catalogue						
281	The system to define programs and the faculty list						
282	The system to validate the nominated employees if the skill set matches the with current area of work, previous training programs attended						
283	The system to enroll an internal employee for the training						
284	The system to send a notification to the program coordinator for the training request						
285	The system to generate report for the training needs as per the employee qualification, job description etc.						
286	The system of system to populate the faculties for training program as per their skills, qualifications, experience etc.						
287	The system to create/maintain details of faculties for training programs						
288	The system to notify the enrolled employees and faculty for training						

289	The system to schedule enrolled employees for training programs and notify the enrolled employees about the venue/time and course details						
290	The system to record attendance and conduct of employees attending training						
291	The system to generate reports as per the search criteria						
292	The system to update time / attendance of employees attending the training and a notification should be sent to the payroll						
293	The system to generate monthly reports for providing statistical data about the training programs and number of employees attending the program						
294	The system of system to update the HR master data with the training program credits to the employees who completed the training program successfully						
295	The system of system to notify the training coordinator after the training program ends.						
296	The system to generate certificate to approved employees.						
297	The system of system to capture the feedback of the training program attendees						
298	The system of system to capture the estimated direct and indirect cost incurred for the training						
	<b>External Training</b>						
299	The system to gather external training requirement from the division heads/HOD's.						
300	The system to create external training programs needs and sponsored employees						
301	The system to raise an external training request to the training coordinator with employee details, training program details, fees details etc.						
302	The system to send a notification to the training coordinator for the same						
303	The system to raise a requisition for external training and seek approval						
304	The system to send a notification to the approving authority						
305	The system to approve/reject/hold the external program request						
306	The system to notify the training coordinator when the external training program is approved/rejected/ on hold						
307	The system to notify Finance / HOD to sponsor the employee for external training						
308	The system to notify once HOD/Finance processes the external training fee request						

309	The system to create a new program and define it once the employee has taken the external training						
310	The system to update the HR master data with training program credits to the employee and nominate employee as faculty for other batches						
311	The system to capture the feedback of the training program attendees						
312	The system to capture the estimated direct and indirect cost incurred for the training						
313	The system to generate report with search criteria's as the marks / grade obtained, etc.						
	<b>Payroll</b>						
314	The System to maintain history of records in the system (Example: changes made to compensation structure etc.						
315	The System to generate costing at various levels and be integrated with ERP GL for posting of the payroll						
316	The System to generate employee related reports level wise, location wise, etc.						
317	The system should have the ability of system to generate statutory reports/ challans /forms of the applicable statutes						
318	The system should have the ability of system to restrict duplication of payment to employees						
319	The system should have the ability of system to generate data that is compatible for filing of returns with the IT department						
320	The system should have provision for separate payroll (for permanent or contract staff) processing for different groups of employees						
321	The system should have the capability to make computation of the following elements:						
322	· Fixed pay elements applicable to all employees like basic, PF, special allowance, conveyance allowance etc.						
323	· Variable pay elements based on parameters like options exercised by the employee, place of duty etc. (CCA, HRA, Recoveries like LIC, NIC etc.)						
324	· Formula based pay elements like (DA as a % of basic) and combination of the above.						
325	The system should have the capability for making calculation of pay based on Compensation Rules like						

	· Scale of Pay						
	· Years of Service						
	· Grade						
	· Location						
	· Employee type like permanent staff and contractual staff						
	· Others (user defined)						
<b>326</b>	The system should have the capability to maintain/ configure pay elements like LTA, CPF and Medical, Service Award etc.						
<b>327</b>	The system should allow pay types based on defined monthly cycles of pay						
<b>328</b>	The system should have the capability to allow the authorized user to override the standard rate of pay for individual employees						
<b>329</b>	The system should have the capability to allow restriction of administrative functions to a few select payroll users						
<b>330</b>	The system should have the capability to provide data upload facility to upload history payroll data						
<b>331</b>	The system should have the capability to allow the maintenance of slab wise details for statutory elements like Income Tax, Professional Tax as well as user defined elements						
<b>332</b>	The system should have the capability to allow for deductions that might be either Gol rules like						
	· Contributory Provident Fund						
	· Festival Advance						
	· Natural Calamity Advance						
	· Cycle/ Scooter Advance						
	· House Building Advance						
	· Income Tax/ Surcharge						
	· House Rent Recovery						
	· Employee Welfare fund etc.						
	· Others (User Defined) etc.						

333	The system should have the facility to calculate tax as per the Income tax act without the manual intervention. The tax slabs, rates and surcharges shall be maintained by the system and the tax shall be computed automatically						
334	The system should have a provision for handling payroll claim process such as LTC claim, medical reimbursement claims and off-cycle payment for the same						
335	The system should have provision to generate the statutory forms such as Form 16, Form 24 etc.						
336	The system should have a provision for withholding salary of the suspended/ absentee employee						
337	The system should have a provision for generating bank transfer report for monthly payments.						
338	The system should have provision for generation of pay slip electronically with the applicable payment of allowances and deduction heads. Pay slip should be in printable form and should also be available online.						
339	The system should have ability to support Gratuity and superannuation computation supporting user definable contributions						
340	The system should have the provision for computing final settlement to arrive at payable and recovery amount						
341	The system should have provision for handling financial year end tax declaration and subsequent calculation for generating statutory forms						
342	The system should have the capability to process arrear and backdated payment calculations						
343	The system should have the capability to handle LTA and medical exemptions as per the income tax rules						
344	The system should have the capability to calculate HRA rebate						
345	The system should have the capability to provide linkage to leave, punishments, promotion, location, qualifications						

<b>346</b>	The system should have the capability to define tax rules to determine employees tax liability as per changes by the central government/ local statutory legislation for actual tax liability of employee						
<b>347</b>	The system should have the capability to provide investment declaration form in electronic format. The employee will be required to fill and submit the form electronically so as to automatically updating of salary record and tax calculation by the system						
<b>348</b>	The system should have the capability to project the tax liability of each employee for the period within a tax calendar based on the employee declaration of savings etc. and providing tax planners to the employee.						
<b>349</b>	The system should have the capability to handle Exemptions and Rebates as per the Income Tax Rules						
<b>350</b>	The system should have the capability to support PF settlement process including generation of settlement sheets and relevant vouchers for accounting						
<b>351</b>	The system should have the facility to maintain following types of allowances						
	· City compensatory Allowance						
	· House Rent Allowance						
	· Children Education Allowance						
	· Tuition fee						
	· Overtime Allowance						
	· Dearness Allowance						
<b>352</b>	The system should have the facility to maintain following types of Deductions:						
	· License fee						
	· CPF						
	· House Building Advance						
	· Motor Cycle Advance						
	· Other Conveyance Advance						
	· Festival Advance						
	· Flood Advance						

	· Other Advances						
	· Interest Recovered on Loans						
	· LIP (Life Insurance Policy)						
	· Facility for providing any updates or changes to any of the Allowances and Deductions						
	· Processing of arrears and preparation of supplementary pay bill						
	· Tax deductions as per existing laws						
	· Provide information related to cash, cheque payment and direct deposit to employee's Bank account						
	· Facilities to attach employees salary and keep a record of the such deductions made						
	· Generate consolidated information on income tax deducted including generation of Form 16						
<b>353</b>	The system should be Rules-Based Payroll Solution for calculation of the pay for various cadres						
<b>354</b>	The system should be able to Include Salary and other benefits						
<b>355</b>	The system should be able to include revised salary and benefits						
<b>356</b>	The system should show all the information to check and reconcile payroll to competent authorities						
<b>357</b>	The system should allow integration with HR and Finance function						
<b>358</b>	The system should be able to show complete payment history						
<b>359</b>	The system should show the component view of pay structure						
<b>360</b>	The system should allow to print pay slip on demand						



Corporate Functions Requirements	Responses Table	
This section of Functional Requirements takes care of the requirements for Corporate functions	Sup	Supported
	Cus	Customization
	3rd	Third Party
	Ns	Not Supported

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<b>Internal Audit</b>						
1	The System should allow the registration and/ or empanelment of new audit agencies. The details of empanelled agencies which are to be uploaded on the system include proposal, contract, bank guarantee etc.						
2	The System to support analytical reports for selecting Audit items						
3	The system should provide plan & Release Monthly, Quarterly and Annual Audit plans at Corporate & Regional levels						
4	The system should allow to Identify and assign resources for Audit Program						
5	The system should provide conduct Audit and create Audit Reports						
6	The system should have the facility for exception reports in case the inspections are not carried out as per plan						
7	The system should have the facility to create "Corrective /Correction action" workflow(notifications) based on the results of Audit check list						
8	The system should allow track Audit completion report submission as per plans						
9	The system should track Replies						
10	The system should support on-line review of Inspection reports at Regional office/Corporate office						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
11	The system should keep track of Training activities related to training of Auditors						
12	The system should support choosing transactions for Audit based on flexible filtration criteria						
13	The system should provide the adhoc & statutory reports to Internal Audit Division to maintain data not limiting to the following:						
	-Concurrent audit done for all items for all ROs						
	-In-depth audit by external 3rd party auditor						
	-Special audits by Senior officers						
	-Recommendations of internal audits on a particular transaction						
	- Applicable tax, TDS,etc. reports						
14	The system should provide alerts on non-compliances in real time						
15	The system should be capable of using cyber analytics and data mining techniques						
	<b>Projects</b>						
16	The system should have workflow based functionality for creation of projects with unique ID with the ability to specify type of project, details of business associates, location, budget, etc.						
17	The System should allow the creation of new Business associates / agencies as approved by competent authority. To include details such as proposal, contract, bank guarantee, project plan, project layout, approved design etc.						
18	The system should have workflow based functionality for approval of the new project, renewal/extension of the current/old project(s). The request should create a workflow which would move at least one level up for authorization and approval.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
19	The system should be able to provide email and SMS alerts to the concerned users for missing time lines based on the project plan.						
20	The System should have the capability to track the progress of projects, updating of project status, uploading of pictures and documents.						
21	The System should be able to provide scheduled and ad hoc reports for the utilization of resources, funds allocated, funds disbursed, funds utilized, fund available for disbursement etc.						
22	The system should allow a user to upload invoices raised by the partner agencies and it should be integrated with the finance module so that such invoices and request related to finance are forwarded to finance department.						
23	The system should have a central repository for keeping template and signed copies of proposal, contract, bank guarantee, project plan, project design, project layout, request for proposal, terms of reference etc.						
24	System to support Procurement through Tender and also through other means such as Govt. which is on nomination						
25	System to support issuing Service Purchase orders for Contractors, Architects, Consultants etc.						
	<b>Corporate Social Responsibility (CSR)</b>						
26	The system should be able to provide details of all proposals received with the specifications such as type of project as per the broad areas for MMTC CSR activities. The system should also maintain unique Id for each proposal with details such as estimated budget, location, etc.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
27	The system should have workflow based functionality for creation of projects with unique ID with the ability to specify the type of project, details of partner(s), location, budget, etc.						
28	The System should allow the registration and/ or empanelment of new partner(s) and agencies. The details of empanelled agencies which are to be uploaded on the system include proposal, contract, bank guarantee, project plan etc.						
29	The system should have workflow based functionality for approval of the new project, renewal/extension of the current/old project(s). The request should create a workflow which would move at least one level up for authorization and approval.						
30	The system should be able to provide email and SMS alerts to the concerned users for missing time lines based on the project plan.						
31	The System should have the capability to track the progress of projects, updating of project status, uploading of pictures and documents.						
32	The System should be able to provide near real time status, scheduled and ad hoc reports for the utilization of resources, planned budget, funds allocated, funds disbursed, funds utilized, balance fund available for disbursement etc. for user defined intervals such as monthly, quarterly, yearly , etc.						
33	The system should be able to provide a user near real time status of partner agencies and vendors, history of projects executed by partner agencies and vendors.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
34	The system should be integrated with MMTC's website/intranet portal so that CSR Policy, expenditure details, program schedule, news, articles, videos, Impact Assessment Reports & CSR and Sustainability Reports, etc. can be uploaded by the authorized user.						
35	The system should allow a user to upload the invoice raised by the partner agencies and it should be integrated with the finance module so that such invoices and request related to finance are forwarded to finance department user.						
36	The system should have a central repository for keeping template and signed copies of proposal, contract, bank guarantee, project plan, project design, request for proposal, terms of reference etc.						
	<b>Law</b>						
37	The system should allow a user to upload invoice raised by the advocates and other service providers and system is integrated with the finance module so that such invoices and request related to finance are forwarded to finance department user.						
38	The system provide alerts/notify/update the case status as and when any payments are released against any advocate/legal agency , etc.						
39	The system should be able to provide dashboard view of summary of case having case code, case location, year of filling , next hearing date, claim amount, legal expenditure, advocate assigned, dealing officer, case history along with the case developments in chronological order. The system should also display queries asked by management, action taken and legal recommendations related to the case code						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
40	The system should be available to adhoc reports based on single and multiple criteria filtering such as commodity, age wise , value, claims , expenses , year, tribunal/court , dealing officer etc.						
41	The system should allow user to do page settings for printing the case summary						
42	The system should provide email or SMS based alerts for case developments such as hearing date, payment pending , etc.						
43	The System should have the provision of attaching documents to individual cases available in the system.						
44	The system should provide the facility to generate case summary statements with details of payments credited / received						
45	The System should have the provision of updating the case status, addition/change of advocate(s), change of court, change of jurisdiction, addition/removal of parties involved.						
46	The system should have workflow based functionality for empanelment of the advocates, renewal/extension of the current/old advocates. The request should create a workflow which would move at least one level up for authorization and approval.						
47	The system should allow reference to past cases kept in archival mode						
48	The System should have the provision to maintain/update records for various agencies empaneled or have applied for empanelment.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
49	The system should provide updated status of cases and provide email notification for case hearing dates and/or reminder for input to the concerned Division/intended persons.						
50	The system should allow a single case to be registered in multiple courts						
51	The system should allow authorized users from corporate office to track progress of cases managed by regional offices						
52	The system should provide automatic renewal/ abolishment of advocates from empanelled list at the end of each financial year with due notification through email alerts to the dealing officer in legal Deptt.						
53	The system should have the provision to provide scheduled and ad hoc reports of case wise, Advocate wise expenses, details of funds disbursement, etc.						
54	The system should be integrated with MMTC's website/intranet portal so that law bulletins, case updates, news, articles can be uploaded by the user.						
55	The system to have a provision to record the details of legal cases such as:						
	Case Number						
	Case Reference (Court Reference/ Arbitrator Reference)						
	Category						
	Date of Case filing						
	Counsel/ Attorney allocated to the case						
	Case Parties						
	Case status (open/ closed etc.)						
Case Judgment							

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	Any Penalties/ fine/ Benefit paid by/accrued to MMTC						
	Next date of hearing						
	Amount involved						
	Legal expenses						
	Commodity name						
	No. of hearings						
	Security, if any						
	Other user defined parameters						
56	The system to enable recording of evidences produced for a case						
57	The system to enable tracking of pending cases with location or person where case is pending						
58	The system to enable status of the case and location to be changed by authorized personnel						
59	The System to enable tracking of closed cases for a given period of time						
60	The system to enable monthly payment calculation for legal counsels based on the total number of cases handled by them that were closed during the month/ specified time frame.						
61	The system to enable tracking of the payments made to the legal counsel						
62	The system to enable tracking of current location of the case file						
63	The system to enable recording and tracking of all out of court settlements made/ decreed/ awarded/ decided cases.						
64	The system to evolve comparison of previous year with a given date.						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
65	The system to enable searching of cases by the following criteria:						
	Case Serial number provided by Court						
	Case Serial number provided by MMTC Head Office/case code						
	Lower Court Number (in case the court case was moved from lower court to higher court)						
	Date of case						
	Case location						
	Advocate wise						
	Party wise						
	Division wise						
	Year of filling						
	Category or Subject of Case such as – cases filed by MMTC cases filed against MMTC won cases, lost cases						
	Cases for each standing council (standing council-wise)						
	Region-wise						
	Cases pending in High court or any other court (court-wise)						
66	The system to enable generation of list of all cases filed by date of filing						
67	The system should provide for searching of closed cases by employee ID, stakes involved, year , etc.						
68	The system should maintain master for all statutory courts/ bodies such as Supreme Court, high court, tribunals, districts courts, etc. The system should also allow authorized user to update the master as and when required						
	<b>Administration &amp; Establishment</b>						
	<b>Estate Management / Quarter Allocation</b>						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
69	The system should allow user to raise request for flat/community center allotment for a short period specifying the date(s) of stay.						
70	The system should create a workflow which would move at least one level up for authorization and recommendation for allocation of flats/dormitory/community center						
71	System should be capable of configuring business rule in the work flow as per the policy for example residential & dormitory accommodations are given to families on long term basis while flats and community centers are given on temporary basis						
72	System should allow user to raise request for residential family flat accommodation against invitation for preparation of panel on half yearly basis during April & October each year for fresh allocation or change of residential flat						
73	System should be capable for prioritizing the requisition as per policy for example change of flat should be considered first before fresh allotment						
74	System should have a provision of intimation to eligible candidates being considered under panel						
75	System should allow users to raise request for dormitory accommodation by transfer cases or new recruits						
76	System should have a provision for creating a wait list on FIFO basis, in case flat/dormitory/community center are not available at the time of request. The requests for residential flat accommodation should not be considered for the preparation of wait list						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
77	The system should be able to provide updated information regarding panel formed and allotment given by the panel against the requisitions made for fresh allotment of residential flats and change of flats						
78	The system should be able to provide updated number of vacant flats/community center/ dormitory available for booking or under maintenance						
79	The system should be able to provide scheduled and adhoc reports of occupancy						
80	The system should be able to generate alerts through emails, SMS in cases of overstaying by the occupants or flats/community center /dormitory remaining vacant for a long period						
81	The system should be able to keep logs for users activities.						
82	The System should support administration of Staff Quarters for following processes						
	Details of staff quarters – Available, occupied, allotted						
	Receiving Requests						
	Maintaining "Priority lists" based on various user defined criteria						
	Allotment of Quarters						
	Approving Rent and other "Charges" as deductions through Payroll/Final Settlement and other mode of payments						
	Facility maintenance						
	Approving Expenses towards maintenance of Quarters						
	Correspondence like Allotment letters, Letter to "vacate"						
Initiating Tax, Insurance Payments							

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	Approval of Payments towards Electricity, Water, PNG & other utility charges						
	Processing of contractors/vendors payment for repair/maintenance						
	EMD or security deposit verification						
	Bill payments & time bound statutory payments						
83	The system should support						
	Leased accommodation to officials, officers and employees for CO & ROs						
	Purchases of Flats for quarters/guest houses						
84	System should support maintaining all relevant information about the properties including but not limited to:						
	Address/Location details						
	Property details as per the municipal records						
	Linkage to scanned documents stored in the Document management system						
85	System to support creation of Lease in and Lease out contracts						
	Managing of contracts with the lessee and Lessor.						
	Flexibility in pricing of contracts based on a revenue sharing model or a fixed price model.						
	Multiple pricing conditions for Rental Charges and Maintenance charges within the same contract.						
86	System to support maintaining Long term contracts with Corporate and regular customer with provision to increase space rent e.g. by 6% - 8% per annum - this is based on customer and location						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
87	System should support Automated Billing of Real estate & utility contracts on a periodic basis as per the contracts.						
88	System should support integrated Document Management System where scanned documents like property registration documents, plans, etc. can be stored						
89	Real Estate Reporting for properties across various locations						
90	System should support Facility management activities like:						
	Conducting scheduled and unscheduled maintenance on the properties						
	Handle Annual contracts/ Service agreements with external service providers						
	Assign services to external service providers						
	Monitor modernization and maintenance tasks						
	Handle malfunctions and problems reported via phone						
	Prepare and procure goods and external services						
91	System should support Standard Notice Procedures with Contract						
92	System should be able to interface with e tendering system for tender purpose						
93	System should support Booking of Municipal Taxes and other charges against the Real Estate Asset.						
94	System should support Payment of property Tax & Lease Rent, etc.						
95	System should support proposals towards renovation/repair of various offices at RO and owned apartments whose expenditure are capital in nature						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
96	System should support purchase & store management activities for estate						
	<b>Car Cell</b>						
97	The system should allow interface with e-tendering system for disposal of old vehicles						
98	The system should have a workflow with at least 1 level of approval for receiving quotations for purchase of new vehicles						
99	The system should allow interface with e-tendering system for empanelment of vendor for providing vehicles to MMTC						
100	The system should maintain a master list of all vendors along with the vehicles & drivers categorized as owned & hired						
101	The system should allow user to raise a request for hiring a vehicle and/or vehicle driver. The request should create a workflow which would move at least one level up for authorization and approval as per company policy						
102	The system should generate a duty allocation slip having details of vehicle number, name of driver, mobile number of driver , date & time , etc. details on approval of vehicle request (only in case of hired vehicles)						
103	The system should allow users to maintain a record of log book details of vehicles on duty. The system should also maintain record of trips against approval slips and parking slips submitted.						
104	The system should also allow spot hiring of vehicles from empanelled vendors						
105	The system should be able to keep record of vehicles owned or hired by MMTC by keeping details like Vehicle No., Registration details including validity date, , Road Tax, Insurance Details, allotted to including history of all such details.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
106	The system should maintain a list of vehicles as per their nature of involvement such as for pick & drop, CMD & directors , etc.						
107	The system should be able to generate a staff roster for drivers to be deputed on scheduled and unscheduled driving duties for vehicle.						
	<b>Car Maintenance</b>						
108	The system should allow a user to raise request for maintenance of vehicles by selecting appropriate reason for maintenance with required approvals as per company policy (only for owned vehicles)						
109	The system should maintain a list of empanelled service station and accessory shops along with the details of service availed by MMTC such as service type, vehicle number, date & time , bill amount , etc.						
110	The system should maintain list of empanelled fuel station and registers for service availed from them for example date, vehicle number , fuel allocated, etc.						
111	The system should allow attaching scanned documents such as fuel slips, allocation slips ,parking slips etc.						
112	The system should allow reconciled statements for services for fuel stations, service stations, vehicle vendors, etc. on monthly basis for verification purposes. The reconciled statement should also have details of parking payments done by drivers						
113	The system should have a workflow for approvals of uniform disbursement & leaves management for MMTC drivers						
114	The system should maintain a record of bills raised by vendor(s)						
	<b>Security Personal /Agency Management</b>						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
115	The system should allow users to prepare list of quotations for evaluation received from Director General resettlements for hiring of security agency						
116	The system should maintain a list of security personals deployed with their locations , shifts, etc. categorized as supervisor, gunmen, basic guards, etc.						
117	The system should record details of attendance , maintained by contractor for verification on monthly basis						
118	The system should maintain a record of bills raised by vendor(s)						
	<b>Store Management</b>						
119	The system should allow user to maintain list of items available in stores as per MMTC categorization						
120	The system should predict number of tentative items to be procured based on usage of previous months and current capacity						
121	The system provide alert, status of items if their availability is down from a significant level as decided by MMTC						
122	The system should interface with e tendering system for procurement of specific items						
123	The system should maintain list /register items procured from Kendriya bhandar or corporate store along with the advance payment made to them						
124	The system should have a workflow to allow store keeper to raise request for any items to upper management with required details such as item code, description, quantity, make, etc.						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
125	The system should have a workflow based functionality with at least 1 level of approval to allow regular employees to raise request to administration department for any items. The system should maintain a list of items available for requisition based on cadre/designation and approving authority for each cadre						
126	The system should maintain record of material given to employees as per approval						
127	The system should maintain list of crockery items currently available & availed by employees as per their allocated quota						
	<b>General Register(s) Reception &amp; Courier</b>						
128	The system should maintain details of employees deputed at reception duties with their basic & shift details						
129	The system should allow reception staff to capture details of visitor, purpose, concerned person, date & time, etc. The system should also generate a visitor pass having all the above mentioned details.						
130	The system should record details of inward & outward details of courier received & sent along with the details of sender, receiver, courier company, date & time, etc.						
	<b>Uniform Management</b>						
131	The system should maintain a record of uniform allocation to grade I, II, III, drivers, electrician and photo copier as per company policy						
132	The system should maintain the list of empaneled provider for uniforms along with the details of codes of materials, discount % as per allocation						
133	The system should prepare a summary of items to be distributed as per company policy for each season i.e. winter and summer						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
134	The system should allow authorized users to generate purchase order having details of size, colors, numbers ,etc.						
135	The system should be able maintain a record of other items such as briefcase, shoes, slippers , blanket, torch , sox, time keep, umbrella , raincoat, overcoats , etc. availed by employees as per company policy						
	<b>Communication Management (Telephone, Mobile, Broad band)</b>						
136	The system should have a workflow with at least 1 level of approval for purchasing mobile & telephone handset as per cadre wise allocation						
137	The system should allow employees to claim mobile reimbursement as per cadre wise allocation using a workflow. The system should maintain the monthly reimbursement amount & details as a record						
138	The workflow for reimbursement amount should have an option for approval from competent authorities as per cadre for reimbursement above limit						
139	The system should allow authorized users to send approved bills for processing to accounts						
140	The system should maintain list of mobile handset procured for employees as per company policy						
141	The system should allow authorized users to send approvals to accounts for cheque printing in case of direct bills of higher management employees as per company policy						
142	AMC management for franking machine, courier services, FAX, printers, printing of stationary , photocopy , biometric machine (time office) & telephone maintenance services						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
143	The system should allow interface with e-tendering system for floating of tender. In case of physical tender, the system should record details of tender such as purposes, date, value, etc.						
144	The system should record the details of committee members for every tender						
145	The system should be able to prepare comparative statement of bid received						
146	The system should allow user to generate & print work orders as per the company template						
147	The system should keep a record of photocopy machines rented and generate monthly transaction statement for payments and reconciliation						
	<b>Care taking cell (AMC for housekeeping)</b>						
148	The system should allow authorized users to interface with e-tendering system for floating the tender for selection of vendor						
149	The system should generate comparison summary of bids received						
150	The system should keep record of committee members for each tender floated						
151	The system should have a workflow for approval from competent authority for tender purposes						
152	The system should be able to generate work order and contracts as per MMTC template						
153	The system should be able to receive requests for purchase with necessary approvals						
154	The system should be to maintain master list for vendors for courier service FAX, telephone, etc. .						
155	The system should be able to receive invoice raised by vendors and prepare a monthly reconciliation statement for verification						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
156	The system should provide email based alerts in case of contract expiry of any vendor						
157	The system should be able to receive requisition for conference room booking with necessary approvals. In case of approvals, the same must be intimated to requester over email						
158	The system must maintain registers/records for assets for item purchased categorized as per company policy for example items purchase above 5000 Rs.						
159	The system should be maintain record /register for payments made by the department						
	<b>Material Management (General &amp; Master Data)</b>						
160	The system to capture vendor name, address and statutory requirements						
161	The system to identify vendors by a unique coding system						
162	The system to filter all vendors on product code / Region, etc.						
163	The system to view vendor comparison reports (rates within peer groups, vendor history, past performance)						
164	The system to define vendor codes as per MMTC standard formats						
165	The system to assign materials to the buyer for procurement of material only through the specified buyer.						
166	The system to define items for centralized and decentralized purchasing						
167	The system to assign a unique material code to a material master record at the time of entry of the record in the material master ('Regular Items' to have common codes and there should be guidelines for creation of codes for 'Non-regular' items)						
168	The system to assign buyer (purchase officer - authorized) with purchase orders for processing of order.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
169	The system to allow authorized users to create, modify, block/un-block transactions on master records (Vendor, Item)						
170	The system to create standardized formats/form for						
	-vendor selection						
	-evaluation of existing vendors						
171	-contract renewal						
	The system to maintain repository for						
	Past records /history of vendor performance for rate contracts, quality, quantity received and delivery						
172	Alternate / backup vendors or debarred / blacklisted vendors						
	The system to create, change, and review supplier. such as site information, supplier contacts, and supplier-specific delivery information online						
	The system to review the purchase history for a specific item such as quantities ordered, and pricing information.						
173	The system should have a provision for new supplier creation with following information's:						
	Supplier Name						
	Supplier Address						
	Supplier Type						
	Requestor Name						
174	Reason for Request						
	The System should require approvals for creation of vendor code and ensure completion of mandatory fields when creating vendor code in system (such as TAN, etc.)						
175	The system should disallow payments to un-registered vendors (not listed in Vendor Master) above a user -defined limit						
176							

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
177	The system should disallow adding vendor whose details are already available in the vendor master						
178	The system should send confirmation emails to the designated users once the vendor record is created						
179	The system should disallow allow user to change the system generated fields like Vendor Code in a vendor record based on approval						
180	The system should approve any modifications of record of a blocked vendor by a separate designated authority						
181	The system should allow blocking/unblocking of Vendor based on approval						
182	The system should provide view access of blocked vendors to all designated users						
183	The system should send a confirmation email to the designated users after blocking/unblocking the vendor record						
184	The system should allow authorized user to enter the required Material Master Information for the new material based on approval						
185	The system should disallow user to add a material if it is already existent in the material master						
186	The system should disallow user to change the system generated fields like Material Code in a Material record						
187	The system should prepare new Item Introduction Form as per standard format and obtain requisite approvals .The form will have						
	Item name						
	item description / specifications						
	Reasons mentioning the need for the item						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	Approximate rate						
	Approximate consumption						
	In case of replacement item, then name of the item being replaced						

support Tools Requirements	Responses Table	
This section of Functional Requirements takes care of the Supporting tools requirements	Sup	Supported
	Cus	Customization
	3rd	Third Party
	Ns	Not Supported

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
<b>1</b>	The System should support the following reporting paradigms:						
	<ul style="list-style-type: none"> <li>Key Performance Indicators (KPI) based management dashboards.</li> </ul>						
	<ul style="list-style-type: none"> <li>Support organizing KPIs by functional areas using the concept of portal pages</li> </ul>						
	<ul style="list-style-type: none"> <li>Provide drill down to details from each KPI.</li> </ul>						
<b>2</b>	The System should support the following features across reports/queries/dashboards						
	<ul style="list-style-type: none"> <li>Full range of charting capabilities including bar charts, line charts, pie charts, Gantt charts, etc. in reports.</li> </ul>						
	<ul style="list-style-type: none"> <li>Conditional formatting</li> </ul>						
	<ul style="list-style-type: none"> <li>Report interactivity: filter, sort, hide columns</li> </ul>						
	<ul style="list-style-type: none"> <li>Formulas and functions</li> </ul>						
	<ul style="list-style-type: none"> <li>Multiple table/forms layout</li> </ul>						
	<ul style="list-style-type: none"> <li>Cross-tab support</li> </ul>						
	<ul style="list-style-type: none"> <li>Watermark support</li> </ul>						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<ul style="list-style-type: none"> <li>Rich text formatting</li> </ul>						
3	The system should be able to provide output in MS Word, RTF, Excel, Lotus, HTML, XML and PDF						
4	The system should support security features like read only/editable setting, text copy protection, no printing feature, and password protection etc.						
5	The system should support content delivery via fax, e Mail, WebDAV or remote printers.						
6	The system should able to send the same report to multiple destinations.						
7	The system should support the publishing of its reports						
8	The system should support batch processing of a large number of reports.						
	<b>Ad-hoc Query and Analysis Reporting:</b>						
9	The system should be able to A of self-service report building capability for management that does not require knowledge of SQL or database structure.						
10	The system should provide the ability to drill down, drill up, and/or drill around (create cross tabs) to supporting documents and related transactions from any field within the system.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
11	The system should present data in a graphical manner, including bar charts, line charts, pie charts, Gantt charts, etc. in reports.						
12	The system should support selective formatting of report content based on user selectable parameters. And saving the specific version as "user preference"						
13	The system should allow users to be able to create custom "column totals/sub-totals" based on formulae						
14	The system should allow users to be able to create custom based reports						
15	The administration capability of the system should allow user to analyse frequently run queries and suggest the creation of summaries to improve their performance.						
16	The system should be completely browser based.						
17	The system should be able to generate customized reports that can be viewed on-screen before printing.						
18	The system should provide HTML preview that allows report authors to see how reports will look when published to the web.						
19	The system should provide the ability to perform auto saving of a report (during development) after a user-defined period of time has passed.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
20	The system should allow for automatic/template report styles and the optional auto arrangement of report fields that have been selected to appear on the report.						
21	The system should provide the ability to setup (multiple) user defined subtotals and totals within a report.						
22	The system should allow for the customization of report headers and column titles, and the creation of other user defined text fields.						
23	The system should provide automated alerts and checks that quickly find broken links, formula errors, and dependency issues.						
24	The system should provide the ability to report or inquire on any data field within any module. Selection for a report should allow mixing and matching of data from multiple modules						
25	The system should allow users to set up folders to organize the various types of previously created reports (such as by department or function of the report)						
26	The system should allow sorting, and grouping of data on customized reports in user-specified orders						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
27	The system should allow for system generated reports be copied over to user libraries where they can be modified without altering the original report.						
28	The system should allow the creation of reports based on any data tables or data element, including all subsystems and audit logs.						
29	The system should allow users to run reports on prior period and prior year information for any subsystem.						
30	The system should allow the flexibility to create conditional rules on a report. For example, if a user runs a financial statement before the month is closed; the report will indicate "draft". If the report is run after the month has been closed, the report will not indicate "draft".						
31	The system's report writer should come with a library of standard reports that have been specifically developed for the report writer application. These pre-developed reports should be available as a starting point to allow the client to modify and refine them to their own needs. Examples of reports may include account listings, purchase order status reports, accounts payable detailed transaction listings, etc.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
32	The system should provide for the incorporation of general information into reports, such as the current date, time, requestor, etc.						
33	The system should allow reports to be sent to an individual or multiple individuals as a distribution list, via email.						
34	The system should provide the capability to generate letters and notices to user-defined groups.						
35	The system should provide the capability to produce mailing labels.						
36	The system should allow users should be able to create and save their own reports.						
37	The system should allow users to add or remove reports and templates to/from menus with proper security.						

Output Reports Requirements	Responses Table	
This section of Functional Requirements takes care of the Output Reports requirements	Sup	Supported
	Cus	Customization
	3rd	Third Party
	Ns	Not Supported

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	The proposed system should						
1	have a provision for output reports to be generated at any time within the defined period						
2	have provision to generate the following reports:						
3	- in batch						
4	- on-line						
5	- in 'background' mode so that users can continue inquiries and updates.						
6	- in all the modules, the database system contain both transaction and period balance data, or some other arrangement, so that the report writer and inquiries can accumulate balances quickly rather than add up all the relevant transactions						
7	have provision for reports to be "printed" screen dumps be generated and printed						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
8	The reports to provide the following facilities:						
9	- selection of column fields						
10	- sort routines						
11	- extraction by criteria						
12	- sub-totalling as required						
13	- options for month, year to date, last year for the same period						
14	- listing data in unit of measure and value in the same report						
15	- user defined periods						
16	- average across a period						
17	- suppression of zero prints						
18	- ability to round reports to the nearest thousand						
19	- automatic formatting						
20	- on-line preview / view						
21	- variable width						
22	- arithmetic calculation facilities						
23	- variable print format (Eg. A3/A4)						
24	- calculation						
25	- exception reporting						
26	have provision for customizing:						
27	- Standard reports						
28	- Inquiry screens so that details from two or more screens can be consolidated onto one						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
29	have provision for reports to include archived data						
30	give an option to print either a single Purchase Order or the entire set of POs generated when generating a purchase order						

Additional Requirements	Responses Table	
This section of Functional Requirements takes care of the Additional ERP requirements	Sup	Supported
	Cus	Customization
	3rd	Third Party
	Ns	Not Supported

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
1	The proposed system should						
	Key Features required in new ERP for Bullion Operations as per current market practice						
2	Mobile functionality: Mostly for ease in bullion transaction and to increase the efficiency, ERP should be compatible with Mobile devices at both the end						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	(MMTC as well as customers end).						
3	Paper Less transaction						
4	Any price sensitive entry should have maker checker concept						
5	Bullion transaction to have triple Authorization system. Authorization should be supported by digital signature of the authorizer.						
6	Provision for Digital D.O and Digital Invoice.						
7	For quick decision making, ERP should have integrated approval system wherein specific approval can be taken from competent authority through ERP.						
8	Authorization rights for placing Indent, Fixing, Authorizing D.O and issuance of Invoice etc. to be clearly defined.						
9	Further to improve efficiency and transparency, Customer web portal may be integrated in ERP. Through Web portal customer						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	can perform the entire bullion transaction and can know the status of their transaction.						
10	Customer registration to be done online with a provision to upload all the relevant documents. Uploaded document can be verified by R.O at backend.						
11	Better MIS reports.						
12	Key information like Notional Price, Custom Duty etc. to be centrally updated by corporate office.						
13	ERP should be capable of auto generating documents required to be sent to bank for remittance to foreign supplier.						
14	Bank account should be integrated through ERP. ERP should auto fetch the receipt of funds and there should be provision for making payment of excess fund through ERP.						
15	Time tracker for transaction/registration process.						
16	Minimal data feeding, maximum automation. However Amendment in data may be allowed after capturing remarks of the officials.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
17	ERP system should also have a provision of handling the entire system from corporate office. If we decide for centralization of bullion transactions, new ERP should be equipped to enable us to perform the bullion transaction smoothly from corporate office.						
18	ERP should capture all the functionality of Finance, Accounting, Trade, CBO, Marketing.						
19	New ERP should be capable of capturing IMPORT and Domestic both type of transactions.						
20	Further Process wise flow is mentioned here under						
21	Also system to provide data import facility through excel file						
22	The system to provision for CIP value as decimal data type with four decimal places						
23	The system should provision for user to create contract without receipt but restrict delivery challan without receipt						
24	The system to support proportionate adjustment of the customs duty paid by party						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	during each delivery						
	<b>KYC Process: (Online Registration and Approval)</b> KYC process should capture following information.						
25	All the KYC details as per existing procedure depending on OGL/DTA customer.						
26	Credit Rating of the customer and rating agency and its validity.						
27	Name of the persons authorized to do transaction with MMTC, details of ID Proof and authorized signature.						
28	Name of the person authorized to take delivery, along with details of ID Proof and authorized signature.						
29	Authorized contact number for fixing, Authorized Email ID for communication.						
30	ERP should be able to save all the important documents. Also, ERP should have facility , that customer may directly upload the important documents.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
31	ERP should be able to process the entire KYC data/document and should be able to generate report regarding the customer.						
32	MMTC should be able to modify the KYC form Depending on the requirement in future. Eg If MMTC wants to capture more specific information about the customer like, No. of employees, No. of branches, Annual revenue, Profit, Average gold requirement of Imported Gold/Silver, Etc						
33	It should also be able to capture the feedback of the concerned officials. All the KYC registration should be through ERP and concerned official should be able to mention their comment in ERP while registering a Party.						
34	ERP should keep a track regarding the registration process and it should show the exact stage of the KYC Registration process. Time tracking should also be included. Authorized official should be able to keep track of the registration process.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<b><u>Placing Indent</u></b>						
35	Registered Customer to request R.O for CIP Quotation through Email (or through Web Portal integrated with ERP). Specifying [Item(Gold/Silver), type( 100 gms /Kgs) , Qty, Purity, Location, Scheme(DTA- OGL), etc other specification) (Request to Raise <b>RFQ</b> -Request for quotation)						
36	Regional Office to check for eligibility based on credit rating and other factors and authorize the request of the customer and further request CBO for CIP Quotation through ERP (RFQ generated and sent to CBO)						
37	Upon receipt of request from R.O, Mail should go automatically to the pre-defined list of supplier.						
38	Upon receipt of CIP Quotation, that Quote should be fed in ERP.						
39	Regional Office to take confirmation from the Customer. If customer agrees, they will have to deposit Indent Margin depending on Scheme. System should Auto calculate indent margin based on notional price and various scheme						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	of customer. For Example : For Placing Indent in FTWZ indent margin should be Rs 10Lacs per 100 Kgs Gold and Rs 2 Lacs Per MT Silver irrespective of any category. Corporate office should have rights to change the margin etc centrally.						
40	After receiving Indent Margin from the customer. R.O Should make the entry of the indent margin and place the Indent in ERP by fetching data from the RFQ details. Bullion Indent Number (BI) should be generated. Bullion Indent should be authorized by Associate Finance , Regional Head and Bullion Incharge. (Authorization should be linked with digital signature of Employee). Template for indent , certificate, orders etc should be centrally managed at corporate level.						
41	System should auto generate signed copy of bullion Indent (in supplier specified format) and signed copy of the compliance certificate.						
42	Upon authorization by 3 employee (as per Pt 6), BI number will be generated and further upon generation of BI Number, signed copy of Bullion Indent will be automatically sent to Supplier after approval by CBO.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
43	Upon receipt of shipping document from Supplier , CBO will check all the details and after complete verification of document CBO will authorize the Bullion Indent.						
44	Systems should allow indented / shipment quantity in multiple lots.						
45	Systems should allow multiple release order for single indent.						
	<b><u>Cargo Clearance (Capturing B/E Detail)</u></b>						
46	Upon arrival of the consignment based on the type of scheme customer/MMTC to fund customs duty. Receipt of Customs duty fund should be immediately fed in ERP before proceeding for cargo clearance. There should be an option for making payment of customs duty , Integrated with the bank account. Also if consignment is being cleared under bond, bond details should be fed by Associate finance which may be used for cargo clearance.						
47	Cargo Clearance details like Scheme (FTWZ/OGL/DTA), BE number, AWB, Country Of Origin, customs Duty						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	amount, date of duty payment, Bond details (DTA/FTWZ) etc to be fed in system. System to accept Cargo Clearance Entry only if sufficient funds are available.						
48	Cargo clearance should only be accepted as per terms and condition mentioned specified for duty payment						
49	ERP Should allow configuration of allocation of bullion for export and domestic consumption. Also it should be flexible enough to change the allocation of bullion for export and domestic consumption.						
50	Another Cargo Clearance will be required for FTWZ material to capture the duty payment , B/E details etc.						
51	Part by Part cargo clearance may be allowed in FTWZ and DTA consignment.						
52	DTA to OGL may be converted after filling the Customs duty paid detail and detail of Ex-Bond B/E.						
53	ERP should be flexible enough to capture the details of all the B/E (if Multiple B/E), Customs Bond and other information.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
54	After Cargo Clearance is authorized, It should be clear that how much Qty has been cleared for domestic use(duty Paid) and how much for Export (under bond).						
55	Modification should be allowed. ERP should be flexible enough to change the allocation of bullion for export and domestic consumption at any given point of time.						
	<b><u>Vaulting Procedure</u></b>						
56	Vault Details like Supplier name, Serial Number, Qty, Vault locations , warehouse Number, date etc should be fed.						
57	Vaulting Can be done under 3 Schemes Only, OGL/DTA/Domestic ( Precious Metal after clearance from FTWZ will go Either under DTA Scheme or OGL Scheme). Further Domestic scheme will capture MPIPL or any domestic transaction.						
58	For Domestic transaction Cargo Clearance procedure will be skipped and right after Indent authorization Vaulting information will be captured.						
59	After authorizing Vaulting information , details of the items available in the warehouse will be						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	available.(with details like under which category for which customer etc)						
60	Should generate bullion receipt and automatically update the stock position.						
	<b><u>Fixing Procedure</u></b>						
61	Customer to deposit adequate Fixing margin, ERP should check for availability of adequate fixing margin.						
62	Based on request from customer and availability of adequate fixing margin, R.O will raise request for price fixation specifying the Qty , supplier, Indent number etc.						
63	Upon Receiving Request for fixation CBO will allow customer/ MMTC official to fix Prices for gold/Silver.						
64	Pricing will be done by CBO official. Upon fixation CBO official will feed the data in ERP which should be immediately authorized by R.O after taking confirmation of rates from						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	the customer.						
65	Meanwhile, after metal fixation Associate finance should fix the forex rate in consultation with the customer. Associate Finance should immediately feed the Forex rate in ERP. ERP Should have feature to send Email to the customer informing the specifying Qty, bought and the rate fixed and value date.						
66	Price once fixed by CBO official and accepted by R.O office should be used for further calculation						
67	ERP should capture Price fixing details along with price fixing types like, GTC/SPOT/AM/PM/NYC/OCO/Silver Fix/Stop Loss etc						
68	Allow for modification of rates to the upper side at R.O Level and any modification of rate at C.O Level. With proper remarks , stating the reason for modification etc.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
69	ERP to allow modification of value date						
70	Final Amount to be auto calculated, based on pre-defined profit Margin, Current Customs Duty, Taxes, Metal and forex Value and other charges. Provision of sending Email to authorized customer should be present so, that customers may be immediately informed for payment of balance amount.						
	<b><u>Contract for sale</u></b>						
71	Generate the contract after capturing fixing data during fixing procedure.						
72	Support for various schemes offered by MMTC should be available. Broadly MMTC operate under OGL (Outright, Loan, Buyers credit, Suppliers credit, SBLC), DTA(Outright, Loan, Replenishment) and domestic(MPIPL).						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
73	Contract should be generated after receiving, request from the customer and fixing margin.						
74	It is preferred that customer may directly fill the details regarding the qty to be fixed, fixing margin etc, and MMTC official may check and raise request for price fixation to CBO with authorization of atleast two officials.						
75	Amendment may be allowed in contract by authorized officials.						
76	Features like short close should be available, which can be used if customer refuses to price the material after paying the fixing margin.						
77	System should automatically check , regarding the quantity allowed to be fixed in the given fixing margin. However amendment may be allowed, with rights given to the bullion in charge of the region.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	<b><u>Delivery Procedure</u></b>						
78	For many supplier Release order is required for delivery, there should be provision of raising request for release and automatic mail may be sent to supplier.						
79	Depending on various category deliveries should only be made against full payment or more than 100% financial security.						
80	While generating Delivery Challan, ERP System should Auto Fetch all the data and after attaching Payment receipt, ERP should allow to take out delivery challan after authorization (digitally signed) by three officials.						
81	Immediately, after delivery Invoice should be auto generated, which should be checked and authorized by Associate finance. Digitally signed Invoice should be automatically mailed to the concerned customer.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
82	Under OGL Outright scheme Delivery can also be made on Unfixed basis by keeping 120% of Notional Value if both Metal price and Forex is open and 110 % of Notional Value if only forex is open. In such case ERP should automatically alert CBO and regional office to do the necessary fixing very next working day.						
	<b><u>Financials and accounting</u></b>						
83	Fund receipt data may be captured after specifying the type of fund.						
84	Security may be captured with all the details						
85	All the unutilized fund should be reflected while making contract for sale/ and generating delivery challan						
86	Updation of remittance detail, ERP should automatically generate the remittance forms which may be authorized. ERP should be able to						



S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
	generate digitally signed remittance papers, which may be sent to the bank through email on a single click. However, Print may be taken if physical copy is required.						
87	Allow calculation of different type of Interest on Loan/ indent etc.						
88	Calculation of different type of taxes						
89	Automatic generation of invoice after fetching the transaction detail.						
90	Refund of excess funds may be allowed on transaction to transaction basis.						
91	Release of Security instrument on issuance of Invoice.						
92	Proper accounting standard to be followed						
93	Report generation.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
94	Various Unit of measurement(UOM) to be converted to a specific standard UOM e.g. Kgs						
95	Through ERP process of accounting needs to be taken care. ERP Should be able to capture entries such as purchase, sales, customer ledger, supplier ledger, sales tax, GST , customs duty , supplier credit, buyers credit, interest etc. as per accounting procedure						
	<b><u>Export Documentation</u></b>						
96	ERP should be able to capture all the details of the export documents.						
97	Should be able to auto check the documents as per FTP or EXIM policies.						
98	Provision of uploading Exports document, at Customer and MMTC ends (Both)						
99	Bond Generation and Bond release management.						

S No	Requirements	Sup	Cus	3rd	Ns	Component	Comment
100	MMTC may be able to make necessary modification in ERP if there is any change in EXIM policy in future						